

Andrews University 2016–2017

Handbook



MISSION STATEMENT

**Andrews
University,**
a distinctive
Seventh-day
Adventist
Christian
institution,
transforms its
students by
educating them to
Seek Knowledge
and **Affirm Faith**
in order to
Change the World.



This Handbook belongs to:

Name: _____

Phone: _____

Email: _____

Frequently Called Numbers

AUGSA (<i>Andrews University Graduate Student Association</i>)	269-471-3215
AUSA (<i>Andrews University Student Association</i>)	269-471-3250
Alumni Services	269-471-3591
Academic Records	269-471-3375
Architecture & Interior Design, School of	269-471-6003
Athletics	269-471-3965
Aviation, Department of	269-471-3120
Bookstore	269-471-3287
Business Administration, School of	269-471-3632
Campus & Student Life	269-471-3215
Campus Ministries	269-471-3211
Campus Safety	269-471-3321
College of Arts & Sciences	269-471-3411
Counseling & Testing Center	269-471-3470
Custodial Services/Lost and Found	269-471-3440
Dining Services	269-471-3161
Distance Education & International Partnerships, School of	269-471-6570
Education, School of	269-471-3464
Enrollment Management	269-471-6049
Explore Andrews Program	269-471-3382
Graduate Studies, School of	269-471-3405
Guest & Convention Services	269-471-3360
Health Professions, School of	269-471-6648
Horn Archaeological Museum	269-471-3273
Howard Performing Arts Center	269-471-3560
Integrated Marketing & Communication	269-471-3322
International Student Services & Programs	269-471-6395
JN Andrews Honors Program	269-471-3297
Library, James White	269-471-3275
LithoTech (campus print shop)	269-471-6027
Medical Center	269-473-2222
Pioneer Memorial Church	269-471-3133
Post Office	269-471-3238
Research & Creative Scholarship	269-471-6361
Residence Halls	
<i>Lamson Hall</i>	269-471-3446
<i>Meier Hall</i>	269-471-3390
<i>University Towers (Burman Hall and Damazo Hall)</i>	269-471-3360
Seventh-day Adventist Theological Seminary	269-471-3537
Student Activities & Involvement	269-471-3615
Student Financial Services	269-471-3334
Student Success Center	269-471-6096
Switchboard	269-471-7771
Transportation	269-471-3519
Undergraduate Leadership Program	269-471-6636
University Apartments	269-471-6979
WAUS 90.7 FM	269-471-3400

Andrews University students will:



SEEK KNOWLEDGE as they

- *Engage in intellectual discovery and inquiry*
- *Demonstrate the ability to think clearly and critically*
- *Communicate effectively*
- *Understand life, learning, and civic responsibility from a Christian point of view*
- *Demonstrate competence in their chosen disciplines and professions*

AFFIRM FAITH as they

- *Develop a personal relationship with Jesus Christ*
- *Deepen their faith commitment and practice*
- *Demonstrate personal and moral integrity*
- *Embrace a balanced lifestyle, including time for intellectual, social, spiritual, and physical development*
- *Apply understanding of cultural differences in diverse environments*

CHANGE THE WORLD as they go forth to

- *Engage in creative problem-solving and innovation*
- *Engage in generous service to meet human needs*
- *Apply collaborative leadership to foster growth and promote change*
- *Engage in activities consistent with the worldwide mission of the Seventh-day Adventist Church*



Campus & Student Life Mission Statement

Campus & Student Life assumes an integral role in the development of Christian character and critical thinking consistent with the philosophy of Seventh-day Adventist education, which is designed to guide students to the Redeemer.

We support the mission of the University by nurturing students for:

- *Continuing growth in Christ*
- *Developing positive and rewarding relationships*
- *Accepting and appreciating diversity*
- *Developing personal integrity reflected in a balanced spiritual, mental and physical lifestyle*

Dear Students:

On behalf of dedicated administrators, faculty and staff, it is my pleasure to welcome you to Andrews University.

By selecting Andrews you have chosen to be part of a unique culture of Seventh-day Adventist Christian faith and values. Whether or not you share our faith perspective, we ask you to respect it and invite you to be open to the conversation. We will, of course, hold you accountable to live within these values, just as we'll hold ourselves accountable to create a campus environment that is uniquely Christian.

Andrews University is more than brick and mortar—it's a community. Coming together helps all of us to create and sustain who we are. When you chose Andrews, if you are an undergraduate student, you also agreed to live on a residential campus and to engage in co-curricular experiences that foster faith and learning.

In this "Handbook," you will find a description of our Community Values

that include honesty, modesty, respect for others, a wholesome lifestyle and safety. I will also personally call you to embrace four great cares: (1) caring for yourself (a unique creation of God), (2) caring for each other (all are precious in His sight), (3) caring for the University (the mission, values and property of Andrews University) and, most importantly, (4) caring for your Creator (in whom we live and have our being).

As an awesome creation of God with infinite possibilities, you will greatly enrich our campus. At the heart of Andrews University is a transformative educational experience designed to motivate you to reach the potential God has created for you in all aspects of your life—body, mind and spirit—and to inspire you to serve others.

We are steadfast in our support of you and your journey at Andrews University as together we "Seek Knowledge, Affirm Faith and Change the World."

Sincerely,



Frances Faehner, PhD
Vice President for Campus & Student Life



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The Four Hallmarks of Campus & Student Life

Andrews University is a Christian community where Christ is celebrated and reflected in the academic, social, physical and spiritual experiences of its members. As a Seventh-day Adventist institution, we seek to integrate faith, learning and living, while each of us matures in our relationships with God and each other.

By deciding to attend the main campus of Andrews University, students choose to be part of this uniquely Christian atmosphere. As such, students agree:

1. To attend a faith-based institution by respecting Andrews University's Seventh-day Adventist Christian perspective and values. See **"A Faith-Based University,"** page 10.
2. To adopt a wholesome lifestyle guided by the core values of the Andrews University community. See **"A Wholesome Lifestyle,"** page 13.
3. To live on a residential campus in a University residence hall while an undergraduate student, single and under the age of 22 (unless living with an approved family member or Andrews faculty or staff member) and, while an undergraduate resident, to participate in a meal plan at the University's vegetarian cafeteria. See **"A Residential Campus,"** page 27.
4. To be part of a gathered community, while an undergraduate student, by attending required co-curricular programs. See **"A Gathered and Growing Community,"** page 31.

A Faith-Based University

SEVENTH-DAY ADVENTIST FAITH AND VALUES

Students attending Andrews University soon learn that our Seventh-day Adventist faith and values set us apart. Our distinctive Christian perspective, guided by our understanding of Scripture, informs our faith as well as our practice.

Relationship with God

We understand God is present and desires to have a relationship with His creation. Students are encouraged to grow in their relationship with God by communing with Him in daily prayer, meditating on His word, singing His praises and gathering together for worship.

Salvation through Jesus Christ

We believe Jesus Christ is the Son of God, the Savior of all who place their faith in Him. In His life we are offered a holy example, in His death the forgiveness of sin and in His resurrection the hope of a new beginning. In times of temptation, trial and failure students are directed to the grace of Christ as a source of strength, healing and restoration.

The Sabbath: A Day of Rest and Worship

The Bible describes the seventh day as the one day God set aside for focused fellowship with His people. The seventh-day Sabbath (from Friday sunset to Saturday sunset) is a special part of the relationship between God and His creation. To foster this focused fellowship with God, non-essential business operations and activities at Andrews are closed. Students are encouraged to welcome and delight in the Sabbath as a day of special rest, worship and communion with God, ministry to others, and celebration of God's creative and redemptive acts.

Sabbath Observance

As a distinctly Seventh-day Adventist Christian institution, Andrews University promotes the observance of the seventh-day Sabbath, Friday evening at sundown to Saturday evening at sundown. As God rested and made the Sabbath a holy day, the Sabbath is observed as a memorial of creation to the Creator. We withdraw from work and play that can be created during the regular six days of the week. The Sabbath is a time to be in communion with the Creator, away from the activities, music and reading that are not focused



on worshipping the Lord. Andrews University requests that all on our campus—faculty, staff, students and visitors—respect the sacred observance of this day. Our community includes diverse perspectives on Sabbath observance. However, no personal or unregistered group activity should detract from the sacred Sabbath observance for others in the community. This means all our communal spaces, including residence hall lounges and other common areas in our facilities, are reserved for the observance of Sabbath, including worship, meditation and God-centered fellowship. Any faculty, staff or student staff member may request that activities that detract from Sabbath observance cease or be modified to accommodate the right for any member of our community to observe Sabbath freely and without malice. One of the “Andrews Advantages” is for students to study and rest in a Sabbath-affirming environment.

Present and Future Hope in Jesus Christ

Seventh-day Adventists look forward to the imminent second coming of Christ. Until then we are God’s stewards, entrusted by Him to use our time, gifts and abilities, resources and opportunities to serve Him and our fellowmen.

Wholesome Lifestyle

Seventh-day Adventists are encouraged to engage in whatever fosters the optimum development of the body, mind and spirit. This includes a healthful diet along with adequate exercise and rest.

Life Purpose

Every human being, created in the image of God, is endowed with a God-given purpose for their life. At the core of an educational journey at Andrews University is our desire to help each student discover their life’s calling.

Concern for Others

As Christians, we are called to follow after Christ. In response to witnessing His grace and mercy in our own lives, we are compelled to likewise give ourselves in loving service, locally and globally.

Learn More

To learn more about the fundamental beliefs of Seventh-day Adventists go to adventist.org/beliefs. To read official statements issued by the Seventh-day Adventist Church on important contemporary issues go to adventist.org/information/official-statements.

CAMPUS MINISTRIES

Located in the Campus Center, the Office of Campus Ministries is the hub for faith development of students and offers additional support for faculty and staff. We exist to enrich the spiritual and intellectual life of the campus by providing a variety of ministries appropriate to a spiritually, culturally and socially diverse student and professional body and to collaborate with other faith development leaders of the University community. We wish to ignite the passion of those who have been transformed by or are considering a relationship with Jesus Christ from the unique perspective of the Seventh-day Adventist Church.

The essential connection for us is embraced in the transformative verse of James 4:8, “Draw near to God and He will draw near to you,” NKJV.

It is from this call to “draw near to God” that Campus Ministries receives its vision. God desires to be close to us and asks us to draw close to Him. Our PROXIMITY to God matters to Him and is life-changing for us! We believe and see evidenced in the Word of God that an ever increasing proximity to our Creator results in clarity received, closeness perceived and cleanliness achieved. As our proximity to God grows our proximity to man also grows, and we experience increased community within the body of Christ.

Campus Ministries seeks to encourage close proximity with God through the following means:

Bible Study & Discipleship—Come by CM and visit with any of the chaplains or student chaplains. We also have trained peer Bible counselors who provide Bible studies.

TRIADS—Groups of three growing deeper with God, closer with each other and further than ourselves.

Chapel—Each Thursday the campus gathers at PMC to explore the values that inform an Adventist education—the harmonious development of body, mind and spirit for service to the world.

Sabbath Worship Services—Andrews University collaborates with our campus church, Pioneer Memorial Church led by Pastor Dwight Nelson, and our two campus fellowships, New Life and One Place, to offer vibrant Sabbath worship services and Sabbath Schools.

University Vespers—Once a week on Friday night we gather as a community to welcome Sabbath and seek to worship God and draw close to Him.



Weeks of Prayer—Weeks of Prayer are the perfect way to start a new semester and actively seek the will of God in our lives.

Training and Teaching—We support a holistic approach to following Jesus and periodically offer workshops and retreats throughout the year. Come by Campus Ministries for more information.

Outreach—Are you ready to let the love of God flow through you to a world in need? We have identified needs which are waiting for you to reach out and fill.

Missions—Whether you want to serve for ten days or ten months we have many options for you to consider. Come by the Campus Ministries office and explore your options.

Prayer Ministry—A ministry that focuses on the power of intercessory prayer. This ministry orchestrates prayer groups across campus; seeks God's protection, direction and revelation prior to all worship services; and organizes prayer initiatives that draw our campus close to God.

Visitation—You are important. We would be honored to intersect with your life story. So come by or set an appointment time for us to come and visit you. Let's increase our PROXIMITY to the King together.

So Much More...

In addition, there are countless departments and clubs on campus that offer multiple worship and training opportunities throughout the year. You will find deans, faculty and staff who are eager to share their own walk with Jesus and are actively engaged in seeking close proximity to God. Stay connected. Let's walk together in pursuing Him.

Contact a Chaplain:

June Price, *University chaplain:*
juneprice@andrews.edu

José Bourget, *associate chaplain:*
pastorjose@andrews.edu

Michael Polite, *associate chaplain:*
politem@andrews.edu

Visit andrews.edu/cm for more information.

Campus Ministries exists to engage you in a transformational relationship with Jesus Christ. This transformation only comes in PROXIMITY to Him.

Phone: 269-471-3211

Email: cm@andrews.edu

Web: andrews.edu/cm

A Wholesome Lifestyle

CORE CHRISTIAN VALUES

When choosing to attend Andrews University, students agree to adopt a wholesome lifestyle and to maintain high standards of conduct. These standards are part of the unique mission and spiritual heritage of Andrews University and reflect core values that are grounded in biblical principles. These values include honesty, modesty, purity, respect for others, healthful living and safety.

Admission to the University is not a right. It is a privilege that entails acceptance of individual responsibility and exercising self-discipline to uphold our academic standards and community values. The University can ask any student to leave whose presence seems to damage the mission and function of the institution or who persists in violation of these core values and the Code of Student Conduct.

CODE OF STUDENT CONDUCT

The Code of Student Conduct is detailed in this “Student Handbook” (see “Code of Student Conduct,” page 71) and provides examples of violations that may result in serious consequences. Any expectation adopted and published by the administration in more informal written communication or online requires the same respect and compliance as expectations printed in official publications.

The Community Values Agreement is signed by each undergraduate student during the registration process of his/her first semester and during the fall registration process of each subsequent academic year. Students may obtain a copy of the “Handbook” at the Student Life office or online at andrews.edu/sl.

ACADEMIC INTEGRITY

Academic Integrity

University learning thrives on the rigor of individual investigation, the authentic exchange of ideas, and a corporate commitment to integrity and mutual respect. It requires all members of the academic community to behave honestly—

speaking truthfully to colleagues, co-learners and teachers and completing all homework, tests, papers and projects with integrity. Andrews University anchors its practices in the teachings of the Bible as well as in widely established and honorable academic traditions. Much as the apostle Paul calls us to authenticity in our Christian walk, so the educational institution demands of its participants true and accurate self-representation. In Ephesians, Paul invites believers “to be renewed in the spirit of your minds, and to clothe yourselves with the new self, created according to the likeness of God in true righteousness and holiness” (Eph. 4:23–24, NRSV). As scholars and as Christ’s servants, we build His living body through our honesty in all things, both small and great. To that end, Andrews University’s students pledge to learn and grow together, committing to the following standards and affirming honesty as a core component of an Andrews University education.

Integrity Standards

Students promise to:

1. Present assignments, lab reports and research findings that are not falsified in any way
2. Respect copyrighted and/or licensed material (whether it be directly quoted or paraphrased) by citing print or electronic sources as appropriate
3. Follow the source citation guidelines outlined by the course professor
4. Submit work that is solely created by the person to whom it is assigned
5. Contribute equitably when participating in group work
6. Prepare for quizzes and examinations by study and review without stealing, accepting or using unauthorized quizzes or examination materials
7. Follow the professor’s instructions regarding allowable aids during a quiz or examination
8. Complete quizzes and tests without seeking answers from or sharing answers with other students or unauthorized sources
9. Encourage others to high standards of integrity by refusing to assist in acts of academic dishonesty

Integrity Pledge

Because academic honesty is central to who we are and what we do at Andrews University, the following pledge is required of every student scholar that agrees to join this community:

I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards in the completion of all coursework requirements and scholarly projects.

Academic Integrity Policy

As of fall semester 2014, the written academic policy is in the process of being accepted as part of University Working Policy. When this process is completed, reference will be made in the “Student Handbook” to the appropriate sections. Until that time, the written policy is available on the AU Academic Integrity website.

The following is a synopsis of the University’s Academic Integrity Policy. This synopsis is not exhaustive, and students are referred to the online version of the Academic Integrity Policy to view it in its entirety.

Andrews University has adopted a policy that aims to create an environment in which academic integrity is considered by all members of the community to be the expected norm. Two councils have been established to administrate and lead in this area.

Student Academic Integrity Council (SAIC)

This council consists of 11 students chosen from undergraduate and graduate schools in the spring to be representatives for the following year. Students interested in serving on the SAIC should apply to the chairs of their departments by March 15 to be chosen for the following year.

Among the council’s responsibilities are the following:

1. Educating the Andrews campus regarding the Academic Integrity Policy through activities such as:
 - I. Educating new students at orientation and new faculty at faculty orientation
 - II. Working with ITS to provide web-based resources aimed at enriching academic integrity on campus
 - III. Organizing and initiating a yearly chapel focused on academic integrity
2. Provide members to serve on Integrity Panels as required
 - I. The panels consist of three students, two faculty and one non-voting faculty moderator

- II. These panels meet to determine whether a student is to be considered responsible for a breach of the Integrity Policy and to determine the appropriate consequence of any breach when:
 - i. A student accumulates multiple violations
 - ii. A student disputes a charge of having violated the Integrity Policy
3. Consider requests from students to have records cleared of violations of the Academic Integrity Policy
4. Give annual reports to the University community on all actions taken by the SAIC that year
5. Give an annual report to the provost of the University on any recommended changes to the Integrity Policy they feel are needed

Faculty Academic Integrity Council (FAIC)

This council also consists of 11 members chosen from programs across the University.

Among the council’s responsibilities are the following:

1. Provide two members to act as advisors to the SAIC
2. Provide members to serve on Integrity Panels as required
 - I. The panels consist of three students, two faculty and one non-voting faculty moderator

While the intent of the policy is to educate the campus in ways to avoid breaches of integrity and to bring us together in a community of honest academic effort, the consequences of intentionally breaking a pledge to the University community are also spelled out and should be considered carefully.

What happens when a student is accused of violating the Academic Integrity Policy?

- A faculty member that believes a student is responsible for violating the Academic Integrity Policy will:
 - » Discuss the matter with the student, asking for a response
 - » Should the faculty member believe there has been a violation, they will determine the level of violation committed and assign a sanction
 - There are five levels of violation described in the Integrity Policy
 - » The faculty member will file a report of the violation electronically
 - The student will have the opportunity to

respond to this report, either accepting or rejecting the allegation

- The student has FIVE DAYS to return the completed document
 - If the student does not return the document in the five-day period, it will be assumed that the student has accepted both the charge and the sanction and they will be applied to the student's record
- The only persons with access to this electronic record are the student, the student's advisor and the chair of the student's department
- An overall record of all a student's reported violations across campus is maintained
- In most situations where the student agrees that they are responsible for the violation and accepts the recommended sanction, no further action is taken
- In cases where the student denies the charges, disputes the recommended sanction, or where the record alerts the SAIC that multiple violations have occurred, an Integrity Panel is formed
 - » The number of violations that will trigger the formation of an Integrity Panel depends on the level of the violations
 - Three level 1 violations (or two level 1 and one level 2)
 - Two level 2 violations
 - A level 3 violation and any violation at any other level
 - One level 4 violation
 - Level 0 violations are considered to be those committed without any intent on the part of the student and are not considered toward the formation of an Integrity Panel
- Integrity Panels consist of three students, two faculty and one non-voting faculty member acting as a moderator
 - » Integrity Panels are responsible for
 - Determining whether a student is responsible for committing a violation
 - And, when responsibility is assigned to the student, determining the appropriate sanction

The "XF" Grade

In cases where an Integrity Panel has determined that a student is responsible for violating the Integrity Policy, they will then determine the sanction to be applied. The Integrity Panel has the authority to apply the sanction recommended by the faculty member or to render a different sanction in cases where the majority feels the original sanction was too harsh or too lenient. Any sanction, from minor ones through expulsion from the University, that is considered appropriate by the Integrity Panel may be applied.



One possible sanction is the application of the “XF” grade to the student’s record for the class in question. The “XF” indicates that the student received an “F” in the class for violation of academic integrity policies and is recorded on the student’s transcript with the notation “failure due to academic dishonesty.”

The following applies to the “XF” grade:

- It is treated in the same way as an “F” for the purposes of grade point average, course repeatability and determination of academic standing
- No student with an “XF” notation on his or her transcript shall be permitted to represent the University in any extracurricular activity or to run for or hold office in any student organization that is allowed to use University facilities or receives University funds

A student may apply to the SAIC to have the “X” portion of the “XF” removed if

- 12 months have passed since the violation was imposed
- The student has not been found in violation of any other academic integrity policies in that 12-month period
- The SAIC makes all decisions regarding removal of the “X.” For breaches of integrity committed with significant planning and intent, the “X” will not typically be removed.

A Last Word on Integrity

The SAIC and the FAIC encourage all students to become acquainted with the University Academic Integrity website when it becomes available. There you will find information on the policy itself, ways to avoid plagiarism, correct methods of utilizing media from outside sources, etc.

STUDENT LEADERSHIP

Andrews University values student leaders and is committed to developing the leadership abilities of all students. Holding a student leadership position, however, is a responsibility and privilege granted to students who meet minimum qualifications. Candidates for student leadership positions must:

- Have a current semester and cumulative grade point average of at least 2.25 (3.00 for AUSA officers). Students who have been on academic probation in the 12 months prior to an election or appointment are not eligible to hold leadership positions.

- Have a satisfactory citizenship record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student’s leadership eligibility. Students who have been on citizenship probation or suspended in the 12 months prior to an election or appointment are not eligible to hold leadership positions. Leadership candidates who are part of a current citizenship inquiry may lose their eligibility as well.
- Have a demonstrated commitment to the values and mission of Andrews University.

A student who is placed on citizenship probation, suspended or whose current or cumulative grade point average falls below 2.25 (3.00 for AUSA officers) will be required to resign his/her office.

STUDENT ORGANIZATIONS

The Right to Associate

Students have the right to organize and join registered student organizations to promote their common interests consistent with the values, mission and policies of the University and the Seventh-day Adventist Church. The University reserves the right to determine which pursuits are suited to student-led organizations and which may be carried out only within the context of an institutional department or program.

Student organizations should exist:

- To encourage students to engage in activities which complement classroom instruction
- To broaden and strengthen students’ abilities and interests
- To enrich the campus culture and promote an ethic of service
- To offer students opportunities to develop leadership skills

Recognition of Student Organizations

All student groups must be recognized by the University in order to function on- or off-campus or online. Affiliation with an external organization will not of itself guarantee the recognition of a student organization. Recognition is granted solely by the University. In order to be recognized, student organizations must:

- Register annually with the Office of Student Activities & Involvement, through OrgSync
- Be overseen by an approved faculty or staff advisor/sponsor



- Have a minimum of ten currently enrolled students as members, including three who serve as officers
- Have a constitution on file in the Office of Student Activities & Involvement via OrgSync upload
- Be open to all Andrews University students
- Be in conformity with University policies and values
- Send an advisor/sponsor and at least one officer to a student organization orientation session or its equivalent

The failure of a registered student organization to meet the policies and expectations of the University could result in the revoking of University approval.

Unauthorized Student Organizations

Student groups that do not meet the criteria above are not permitted to function, recruit or otherwise have an influence on the Andrews University campus. Students belonging to organizations that exist without the approval of the University will be found in violation of the Code of Student Conduct and will jeopardize their student status. Unauthorized organizations that have attempted to recruit University students in the past include Raw Dogs, Rubies, Fam One and O.M.E.G.A. Students who are uncertain of an organization's legitimacy should call the Office of Student Activities & Involvement for more information.

Protection of Individual Student Rights

The right to associate must be practiced with respect to the individual rights of students who are either a part of the organization or seeking membership within it, as well as those outside of the organization. These rights include, but may not be limited to, the right to learn; the right to be free from discrimination and harassment; the right to discuss, inquire, express and petition; and the right to appeal/grievance. On this basis:

- Admission to organizations must be open to all students without respect to race, color, sex (except residence hall clubs), national origin, religion, age, disability or any protected characteristic.
- Organizations may establish membership requirements as long as these are made public and do not (1) discriminate against any protected characteristic, (2) deny a student's rights as outlined in this "Handbook," or (3) place an undue hardship on a student's ability to maintain academic success and progress.
- Membership is the right of any student who meets an organization's membership requirements and may not be determined by organizational vote or come solely at the invitation of an organization. Officers, however, may be elected by an organization, as outlined in an organization's constitution and bylaws.
- Membership is to be granted only to currently enrolled students. Former students and

alumni may maintain a connection to a student organization (as they would to the University) but may not participate as members or hold voting privileges.

- Students have the right to full disclosure of an organization's existence, purpose, policies and procedures so as to make an informed choice for or against membership. Likewise, organizations must conduct their business and activities in a transparent fashion, with the full knowledge and participation of their advisor/sponsor.
- Students seeking to resolve differences within a student organization should do so through the established channels of the organization. However, a student always has the right to seek assistance from University personnel, especially in cases of misconduct, threatening or harassing behavior, etc. (see "Right to Appeal/Grievance," page 68).
- Commitment to membership in a student organization is voluntary in nature and may be withdrawn by a student at any time without consequence. Refunds of paid organizational dues, however, are at the discretion of the charging organization.

Advisors/Sponsors

All student organizations are required to have a University-approved faculty or staff advisor/sponsor. Each organization is free to recruit and present a faculty or staff nominee to the Office of Student Activities & Involvement for approval. Large organizations or those with multiple functions may be required to select a second advisor/sponsor.

Members of the Andrews faculty and staff perform an important educational role when they accept the responsibility to advise student organizations. They will guide the student officers and units, but they will not arbitrarily seek to control the policies and decisions of the student organizations.

The advisor/sponsor or the vice president for Campus & Student Life may exercise the right to suspend or reverse a decision by the student officers or organization when that decision is found to be contrary to the philosophy of the University. An advisor's/sponsor's decision to suspend or reverse a decision may be appealed to the assistant director of Student Activities & Involvement and eventually to the vice president for Campus & Student Life.

Activity Approval

All student activities must be sponsored by a University department, registered student organization, or student association (AUSA, AUGSA) and be approved by the Office of Student Activities & Involvement. All activities and trips must be supervised by the presence of a full-time faculty or staff member for the full duration of the activity or trip, or part-time staff/adjunct faculty as approved by Student Activities & Involvement. Activity Approval Forms are available online at orgsync.com/login/andrews-university.

1. On- or Off-Campus Day Activities. Student activities held on- or off-campus without an overnight stay must be approved by the Office of Student Activities & Involvement at least two weeks prior to the activity.
2. Overnight Off-Campus Trips. Student trips to off-campus locations involving at least one overnight stay must be approved by the Office of Student Activities & Involvement and require completion of the Tour Application and Risk Management Approval Process.
3. Fund-raising. Individuals may not solicit funds or fund-raise on-campus. Student organizations may engage in certain fund-raising activities with the approval of the Office of Student Activities & Involvement based on the following stipulations:
 - I. Fund-raising promotional materials must clearly identify the recipient(s) of the funds and the purpose for which they will be used.
 - II. All funds must be deposited into the student organization's account.
 - III. Funds may be disbursed to non-profit organizations holding 501c3 status and whose mission, values and practices do not conflict with those of the University.
 - IV. Loose cash collections may be taken up on behalf of charities; however, donors wishing to receive a tax deduction must donate directly to the benefiting organization.
 - V. Donations made to University student organizations will not be tax deductible.
 - VI. Student organizations may disburse cash payments to individuals or families in need but only after a disbursement plan has been approved by the Office of Student Activities & Involvement.
 - VII. Student organizations are prohibited from soliciting funds from University departments or entities. University departments are also prohibited from using University funds to support student organizations.

Financial Accountability

The University requires financial accountability of student organization officers, including statements of an organization's income, income sources and expenses.

Dues. Each organization is responsible for the collection and management of its own dues. Club dues may be charged to students' accounts within the first monthly billing cycle of the semester with the submission of the proper charge forms. Yearly dues may not exceed \$50.

Deposits. All student organization funds must be deposited with the University cashier into an organizational account to reduce the loss from misappropriation or the lack of proper custodianship when there is an officer turnover.

Use of funds. Dues or funds collected from the membership may not be used by the executive officers for gifts or activities that are restricted to the executive officers or any other select group within the club.

Accounts. The advisor/sponsor is responsible for the proper auditing of club accounts. Notices will be sent to the advisor/sponsor or assistant director for Student Activities & Involvement when an organizational account has reached a minimum balance and is in danger of being overspent. Major charges made to an organization's account by a University department may require a balance verification before business can be transacted.

Tax status. The University's tax-exempt status does not extend to student organizations, and therefore purchases made by organizations are not tax-exempt.

STUDENT ASSOCIATIONS

Andrews University Student Association (AUSA)

The AUSA is the hub of undergraduate campus activity. All undergraduate students taking at least five credits are automatically members of the Andrews University Student Association.

The purposes of the AUSA are to:

- Serve the University community and contribute to the fuller unfolding of the Adventist program of education
- Serve as a channel for organizing student activities
- Provide a vehicle for the expression of student opinion
- Provide opportunity for leadership experience and the development of skills in organization and administration

The AUSA source of authority is provided through the policies voted by the University faculty and the Board of Trustees as interpreted by the president through the vice president for Campus & Student Life and the AUSA advisors.

The AUSA may vote its own constitution, bylaws and working policies. The AUSA may make its own decisions and elect officers. The constitution, bylaws and working policies shall be consistent with the University policies and shall require the approval of the Faculty Senate. The AUSA constitution and bylaws shall provide that all legislation be processed through standing committees, comprised of Student Senate members with the right to vote.

AUSA Elections

Candidates for Student Association offices, appointees for offices and editors of the Student Association communications media shall be approved by the vice president for Campus & Student Life. This is done after consultation with the Student Life Council, taking into consideration the standards published in the "Student Handbook" and the qualifications included in the Student Association constitution, bylaws and working policies.

The Student Life Council may elect to advise the vice president by secret ballot. The vice president's decisions are final and reasons will not be made public. Candidate names will not be announced publicly nor will the candidates campaign until they have been approved by the vice president for Campus & Student Life.



- Candidates for AUSA elections will be members of the AUSA.
- Candidates must meet the student leadership requirements with the increased expectation that in order to be eligible to run for AUSA office, candidates must have a current semester and cumulative grade point average of at least 3.00. A 3.00 current or cumulative grade point average must be maintained in order for an AUSA officer to continue holding office. Students who have been on academic probation in the 12 months prior to an election or appointment are not eligible to hold leadership positions.
- Candidates must have a demonstrated commitment to the values and mission of Andrews University and a respect for the beliefs of the Seventh-day Adventist Church.
- Candidates must have a satisfactory citizenship record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student's leadership eligibility. Students who have been on citizenship probation or suspended in the 12 months prior to an election or appointment are not eligible to hold leadership positions. Leadership candidates who are part of a current citizenship inquiry may lose their eligibility as well.
- Those who wish to run for office should submit an application via the AUSA portal on OrgSync.
- Candidates will have presented a platform to the vice president for Campus & Student Life for approval. Platforms will be in harmony with the standards and objectives of the University.
- All posters for campaigns will conform to the regular University policy regarding posters. In the Campus Center during elections, exceptions to the policy may be authorized by the vice president for Campus & Student Life.

A student who is placed on citizenship probation, suspended or whose current or cumulative grade point average falls below 3.00 will be required to resign his/her office.

Andrews University Graduate Student Association (AUGSA)

All graduate students registered in regular or provisional status in all the schools and colleges of the Berrien Springs campus of the University shall be voting members of the AUGSA.

The purposes of the AUGSA are:

1. To work together more diligently for the common good within the University's working policies

2. To maintain and uphold the objectives and purposes of the University and its sponsoring denomination
3. To promote awareness of the skills, capabilities and services available to graduate students in all disciplines
4. To maintain academic integrity, research, responsibility and privileges
5. To promote a clear understanding of the peculiar needs, challenges and responsibilities of graduate students
6. To provide a means of training for leadership and service to God and humanity

AUGSA Officer Selection

All AUGSA candidates must maintain a 3.00 cumulative GPA to be eligible for and to hold office. Only one representative from each school may hold a major office. Candidates must exemplify good citizenship and receive endorsement from a faculty advisor and the dean of the school they represent.

- Candidates must have a demonstrated commitment to the values and mission of Andrews University and a respect for the beliefs of the Seventh-day Adventist Church.
- Candidates must have a satisfactory citizenship record. Serious citizenship concerns, regardless of when or where they occurred, may impact a student's leadership eligibility. Students who have been on citizenship probation or suspended in the 12 months prior to an election or appointment are not eligible to hold leadership positions. Leadership candidates who are part of a current citizenship inquiry may lose their eligibility as well.

STUDENT ACTIVITIES & INVOLVEMENT

The Office of Student Activities & Involvement exists to create and maintain a Christian environment of social and recreational activities that foster healthy and rewarding relationships within a diverse student body.

Student Activities coordinates social events such as Almost Anything Goes, Splash for Cash and the Dodgeball Tournament. Student Activities often plans events in collaboration with the Andrews University Student Association (AUSA). In addition, Student Activities facilitates the creation and renewal of campus clubs and organizations.

Campus Center

The Campus Center is a gathering place where students can both socialize and study. In order

to provide a welcoming environment for all students, please adhere to the following guidelines:

- Each student is responsible for throwing away his/her trash in the receptacles provided.
- Furnishings should be left clean and in order. Tables and chairs, if moved, must be returned to their proper place.
- Use of personal equipment for playing music or for viewing videos, etc., is permitted only with the use of headphones. Material viewed must be in harmony with Christian values.
- Appropriate decorum is expected and should not include public displays of affection such as kissing, sitting on laps, etc. Please also be aware that stairwells and stairs are unoccupied areas—students found in these areas will be asked to vacate.
- Groups wishing to rehearse or practice must first reserve space with the Student Life office.

Students wishing to set up a booth in the Campus Center hallway should reserve a table via the Student Activities & Involvement portal on OrgSync (meat and caffeinated beverages may not be served or sold on campus). The Student Life and Leadership Lab may be reserved through the Student Life office.

William Mutch Recreation Center

The William Mutch Recreation Center, located on the lower level of the Campus Center, is a meeting place for students to socialize, study and gather. Various games and recreation equipment are available to check out and use. Student workers are on duty to facilitate these activities and help to maintain the facilities. The recreation center is open during evenings and weekends and for special events.

ATHLETICS

The Office of Athletics supports the Cardinal athletic program that consists of men's and women's soccer teams, men's and women's basketball teams, and a club ice hockey team. The Cardinal athletic program (soccer and basketball) is a Division II member of the United States Collegiate Athletic Association. The Office of Athletics also offers a wide variety of intramural sports. For more information or to register online, visit andrews.edu/intramurals.

PHILOSOPHY AND PRINCIPLES OF DRESS

Andrews University's philosophy of dress is grounded in biblical ideals and the professional standards expected of a university. As members of a Christian community, we aspire to glorify our Creator and to show respect for self and others in our dress.

The specifics of the "Andrews Look" illustrate the fundamental principles of modesty, simplicity and appropriateness.

- **Modesty**—Appropriately covering the body, avoiding styles that are revealing or suggestive.
- **Simplicity**—Accentuating God-given grace and natural beauty rather than the ostentation encouraged by the fashion industry.
- **Appropriateness**—Wearing clothing that is clean, neat and suitable to occasion, activity and place.

As a Seventh-day Adventist university, we interpret these principles in accordance with our faith tradition. While respecting individuals who may view them differently, we ask all who study, work or play on our campus to abide by our dress code while here.

Specifics of the Andrews Look:

- **Men's Attire**—Pants or jeans with shirts or sweaters are the most appropriate dress for everyday campus wear. Examples of inappropriate attire are tank tops, bare midriffs and unbuttoned shirts. Modest shorts are acceptable; however, athletic shorts are appropriate only for sporting activities.
- **Women's Attire**—Dresses, skirts, pants or jeans with shirts, blouses, sweaters and/or jackets are appropriate for most occasions. Examples of inappropriate attire are sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, short skirts and two-piece bathing suits. Modest shorts are acceptable; however, athletic shorts are appropriate only for sporting activities.
- **Accessories**—These should be minimal and carefully chosen after considering the principle of simplicity above. Examples of jewelry and accessories that are not appropriate at Andrews University are ornamental rings and bracelets, necklaces and chains, earrings and piercings of all kinds. Modest symbols of a marital commitment, such as wedding and engagement rings, are acceptable.

Students not conforming to these standards of dress should anticipate being asked to come into compliance. This is especially true in the workplace, in leadership positions and when taking a role in activities representing Andrews University.

SUBSTANCE ABUSE

Andrews University is committed to providing a drug-free environment for learning and working. Such a commitment led the University to establish a Drug-Free Policy, which outlines clearly the University's zero-tolerance position and strives to educate the student body on the advantages of a drug-free lifestyle. The University also helps chemically dependent students find resources to aid in their recovery.

Students are expected to remain drug-free.

Drug-free means abstaining from the use of alcohol, tobacco and other mind-altering drugs. It also means refraining from the misuse and/or abuse of prescription drugs. The University also upholds all laws which prohibit the possession, use, manufacturing or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs including any or all parts of e-cigarettes, hookahs, vapor and hookah pens, etc., regardless of the substance delivered, are also prohibited and considered an offense of the Drug-Free Policy. A K-9 handler team is authorized by the University to conduct searches of campus facilities (see "Campus Safety Services and Information," page 38). Prohibited substances, materials and equipment will be confiscated.

Students who have reportedly used alcohol, tobacco or illegal substances or who were found to be in close proximity to alcohol, tobacco or illegal substances or drug paraphernalia may be required to participate in random, on-demand alcohol, tobacco, and drug screenings as well as to engage in an educational course. In cases where there is not confirmed usage, costs related to tests required for students will be covered by the University if the results are negative and will be the responsibility of the student if the results are positive.

Voluntary Referral

All students can choose to voluntarily seek assistance in remaining drug- and alcohol-free. Faculty members, Counseling & Testing or Student Life professionals are available for consultations. No disciplinary action will typically be taken if the student initiates (without the information being already reported to or known by a University or law enforcement official) a voluntary effort to

seek assistance. The student must provide, from the Counseling & Testing Center or a healthcare provider, current documentation of having taken the voluntary initiative as well as evidence of faithfully following the established plan for attendance, treatment, removal of triggers and personal growth.

Substance use/abuse counseling is available from the Counseling & Testing Center. Limited services include the following:

- Professional substance abuse assessment
- Individual counseling
- Support groups for chemical dependency

Mandatory Referral

If students are found in violation of the policy, the University will activate the following response.

Non-illegal Substance Violations

A first violation for a non-illegal substance use or possession will result in a suspension from the University. To be eligible to regain and/or continue student status, the student must fulfill the following protocol:

1. Review and reaffirm commitment to a re-entry contract with a Student Life professional
2. Sign a release of information consent form with a Student Life professional
3. Serve an on-campus suspension from all organized campus activities as determined by the Student Life Deans Council as (a) an out-of-class suspension from classes and work for a minimum of three class days or (b) a two-week, in-class (required class attendance) suspension that includes:
 - » Remaining in current residence
 - » Suspension from all organized campus activities
 - » Supervised academic success or voluntary service (15 hours)
 - » Citizenship Probation (15 weeks)
 - » Mentoring with a Student Life dean for a minimum of six weekly sessions
 - » Other restorative and educational interventions
 - » Making an appointment with the Counseling & Testing Center within three days to obtain a Substance Abuse Assessment and accept responsibility for related fees
 - » Requesting that the Counseling & Testing counselor submit to referring entity a verification of compliance with assessment appointments and a summary report of the assessment with recommendations for ongoing care

- » A psychoeducational course which includes attendance of six sessions and related assignments and an exit interview as outlined with the course counselor
- » Requesting that the Counseling & Testing counselor submit verification to referring entity of the completion of the six psycho-educational sessions

Illegal Substance Violations/Host of Events with Alcohol or Illegal Substances

Violations related to illegal substances or to the responsibility of planning and/or hosting events where alcohol and/or illegal substances are served and/or consumed, or to being the seller or supplier of the substances, will result in a more major suspension. A stronger response may also be put into effect when a student is underage or provides alcohol and/or illegal substances to underage individuals. A report will be made to the appropriate legal authorities if the student has violated laws regarding illegal drugs and controlled substances.

To be eligible to regain and/or continue student status the student must:

- Serve a suspension which may be a minimum of one semester, during which time the student will be separated from the campus (with a Student Life issued ban) and all campus activities

Prior to returning to classes the student must:

- Make an appointment with a licensed community Substance Abuse Counselor to obtain an assessment; accept responsibility for related fees
- Sign a release of information consent form with the community Substance Abuse Counselor
- Request that the Substance Abuse Counselor submit a summary report of the assessment, with recommendations for ongoing care, to the vice president for Campus & Student Life
- Submit documentation of the completion of other restorative and educational interventions or voluntary service

Upon returning and registering for a future semester the student must:

- Review and reaffirm commitment to a re-entry contract with a Student Life professional
- Sign a release of information consent form with a Student Life professional

- Complete with the Counseling & Testing Center a psychoeducational course which includes attendance of six sessions, related assignments and an exit interview as outlined with the course counselor
- Participate in random, on-demand drug testing and accept responsibility for related fees (regardless of positive or negative results)
- Serve a minimum 15-week Citizenship Probation that includes the removal of privileges (see “Student Conduct Intervention (Disciplinary) Processes,” page 74)

A second substance use offense or possession will result in, at minimum, a suspension from the University for the current semester and the ensuing semester during which time the student will be separated from the campus and all campus activities. A request for reinstatement will first require reapplication to the University.

Health Risks

There are many health risks associated with the use of alcohol and drugs. For a comprehensive list, please see bulletin.andrews.edu > Student Handbook > Substance Abuse.

Legal Ramifications

Violations of local, state and federal laws related to alcohol abuse or to the illegal use, possession, manufacture or delivery of controlled substances may result in misdemeanor or felony convictions accompanied by the legal imposition of sanctions. For details, please see bulletin.andrews.edu > Student Handbook > Substance Abuse.

Medical Marijuana

Michigan state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards. However, marijuana use, possession and/or cultivation is prohibited at educational institutions, which are recipients of federal funds and must be compliant with federal laws (including the Controlled Substances Act and the Drug-Free Schools and Communities Act). The use, possession or cultivation of marijuana for medical purposes is therefore not allowed on the property of Andrews University nor is it allowed at any University-sponsored event or activity off-campus.

HEALTH, WELLNESS AND SAFETY

At Andrews University the health and wellbeing of students and of our campus community is of primary importance. The University remains committed to assuring that all students have the opportunity to achieve optimal performance and receive the best and most appropriate care. The University Student Intervention Team (USIT) has been established to evaluate concerns and to intervene as deemed necessary to help protect the educational environment or the health and safety of the campus.

Observations of behaviors and reports of activities or conduct that appear to disrupt, jeopardize or threaten the educational environment or the health or safety of a student or others should be shared via the online Andrews University CARE Report form at andrews.edu/students/resources/public-reporting.html. Reports may also be shared with the vice president for Campus & Student Life and/or members of USIT. If there is a direct or imminent threat the observation should be directed immediately to Emergency Services (911) and to the Office of Campus Safety (269-471-3321).

Such observations may include disruptive or dysfunctional behaviors, a suicidal ideation or gesture, self-injurious actions, aberrant actions, threatening statements or behaviors, or other symptoms or conduct that may compromise the educational environment or the health and safety of the student or others.

USIT Member	Phone
Frances Faehner, <i>vice president for Campus & Student Life</i>	269-471-2679
Jennifer Burrill, <i>director, residence life</i>	269-471-6601
Nancy Carbonell, <i>faculty, Graduate Psychology & Counseling</i>	269-471-3472
Judith Fisher, <i>director, Counseling & Testing Center</i>	269-471-3470
Ben Panigot, <i>director, Campus Safety</i>	269-471-3321
Carletta Witzel, <i>student intervention coordinator and disability services coordinator</i>	269-471-3227
Steve Yeagley, <i>assistant vice president for Campus & Student Life</i>	269-471-3215

General Processes

- The University will facilitate standard due processes, in which the student will have the opportunity to explore with a member of the USIT or a Student Life dean the nature of the reported concern, as well as the Health, Wellness and Safety policy and appeal process.
- The vice president for Campus & Student Life and/or the USIT will facilitate a comprehensive evaluation process that includes a professional assessment and/or investigation of the observations for the purpose of determining the current level of risk or disruption and recommended intervention plan.
- When deemed necessary, the University will initiate a plan to provide protective care for the student and/or take steps to ensure the safety of the campus community until an evaluation can take place that includes an individualized professional assessment. University Medical Specialties and/or the Counseling & Testing Center may be consulted. (In some cases, students may be transported by ambulance directly to a local emergency facility following a 911 call.)

Evaluation Processes

- To assess the level of risk, the student may be asked to obtain a comprehensive medical and/or psychological assessment from a licensed physician or psychologist and sign a release of information (ROI) to the vice president for Campus & Student Life and the USIT. Information may include a written report of the findings of the assessment and recommended intervention plan.
- The student may be asked by the licensed physician or psychologist to provide pertinent reports and corroborative information from former educational entities or healthcare professionals.
- In cases of potential harm to self, residence hall students may not be able to reside in the residence hall during the assessment and stabilization processes due to the potential disruption to other students and the inability of residence hall staff to provide monitored care. Parents of the student needing care may be asked to provide a plan of monitored care until the assessment process determines that the student is able to function in an independent living environment.
- In the case of an investigation regarding threats to others, a background check may be conducted and the student may be asked to provide additional information.

- Parents, legal guardians, spouse or family designee (as reflected in the student's emergency contact records) generally are notified and encouraged to share relevant information.
- The student is responsible for all fees related to medical or psychological assessment.
- The vice president for Campus & Student Life and/or the USIT will review all corroborative information, professional assessments and recommendations to determine the appropriate University response.

Following the evaluation and investigative processes, the vice president for Campus & Student Life may activate an intervention that could result in a medical leave, a change in residential setting, or an interim separation from the campus. Responses related to a serious violation of the Code of Student Conduct may include an interim suspension or a suspension up to and including dismissal.

Voluntary Leave Policy

In certain life circumstances, it may be necessary or desirable for a student to take a leave of absence. Requests for leave are handled in accordance with the Voluntary Leave Policy. A leave of absence may occur within a semester while remaining enrolled in classes (in-semester leave) or it may entail withdrawing from all classes and leaving for the remainder of the semester or longer (semester leave). Leaves may be granted for family, military, medical or personal reasons, as specified below.

Alternatives to a Leave

Before taking a semester leave, students are advised to consult with their professors, academic advisors or the Student Success office about any accommodations that might be made. In some cases, it may be best for students to remain enrolled under a revised academic plan. Such a plan could include reduced coursework, extended deadlines or incompletes with a plan for completion. A revised academic plan will vary depending upon course load, course requirements and current academic standing within courses.

In-Semester Leaves

An in-semester leave involves a short absence from all classes. The student will remain enrolled and be responsible for working with professors, academic advisors or the Student Success office on a plan to make up missed coursework. While emergencies may take a student away from campus without warning, in all other situations students are required to notify professors and the Student Success or Student Life office before

taking an in-semester leave. Such leaves may total no more than two weeks in a given semester, and students who exceed this limit must consult with the Student Success office about taking a semester leave.

Semester Leaves—Benefits

Semester leaves are designed to temporarily withdraw students from enrollment in all classes, without a loss of general admission status, in order to help them meet significant life challenges or important obligations. Related reinstatement processes ensure that students return fully equipped for the rigors of campus and academic life. An approved semester leave, in certain circumstances, may help students:

- To protect their academic record
- To maintain their visa status (if applicable)
- To avoid adverse effects to their student loans, grants and scholarships

Types of Leave

The University offers in-semester and semester leaves for the following reasons:

- A **family semester leave** may be granted for cases in which a student or student's spouse has given birth or adopted a child or in which a student is caring for a spouse, son, daughter or parent who has a serious health condition. A letter of request should be submitted as documentation.
- A **military semester leave** will be granted to a student who must interrupt study temporarily to fulfill a compulsory military obligation. The student must provide written documentation from the appropriate military authorities, including dates of the period of obligation.
- A **medical semester leave** may be granted for documented physical or psychological health reasons. Documentation must be obtained from a licensed physician or psychologist.
- A **personal semester leave** may be granted to a student who must interrupt study temporarily for reasons other than those described above. Reasons may include, but are not limited to, financial status, bereavement or changes in one's outside employment. A letter of request should be submitted as documentation.

Requesting a Semester Leave

- To initiate a semester leave, students must submit a Student Exit Procedure Form along with appropriate supporting documentation to the vice president for Campus & Student Life or the Student Success office.

- Students should expect that the established tuition adjustment schedule will be followed based on the number of calendar days they have been enrolled. Additional considerations may be made based on each student's request, in consultation with their academic dean and the Student Financial Services office.
- Before taking a semester leave, students are strongly encouraged to consult with their academic advisor and student financial advisor. International students should seek counsel from the Office of International Student Services & Programs to insure compliance with visa regulations.

While on a Semester Leave

While on a semester leave of absence, students have limited access to University services:

- Students on leave are not allowed to register for main campus or distance degree courses or to participate in academic tours.
- The ID cards of students on leave will be deactivated and will not function on campus (at the Andrews University Bookstore, Dining Services, James White Library, residence halls, etc.). However, access to a student's personal Andrews email account will remain.
- Students on leave who have purchased health insurance coverage through the University's student insurance provider will remain covered for the remainder of their policy term.
- Counseling & Testing Center services will not be available while a student is on leave.
- Residential students who plan to live in the local community during their leave may wish to re-register their vehicles with the Office of Campus Safety (for a minimal fee) in order to receive community parking privileges.
- Students who work on-campus should not expect to retain their student employment during the period of their leave.
- Students on leave may not live in the residence halls. Since leases in student housing are contingent upon enrollment, students on leave will not be allowed to remain in University apartments or houses beyond the end of the semester in which they take a leave. However, students with an approved leave may break their lease without penalty.

Duration and Number of Semester Leaves

The duration of a semester leave depends upon the type of leave taken. Military leaves are determined by the length of compulsory service specified by military authorities. Family,

personal and medical leaves may be anywhere from the remainder of a semester to no more than one additional semester in length. Students on an approved medical leave may request a second additional semester of leave when appropriate documentation is obtained from a healthcare professional.

Some degree programs have annual academic sequences that may require students to re-enter their program at a particular point in the academic year. In such cases, a longer leave may be necessary and will be considered.

Reinstatement from Leaves

Reinstatement from military, family, medical and personal semester leaves requires that students complete the following:

- Contact the Student Life office to have the medical leave hold removed
- Notify their academic and financial advisors before the end of a leave of their intention to return
- Take the appropriate steps to academically and financially register for the following semester

Failure to return in the semester following the end of a leave will result in a student having to re-apply to the University.

In addition, reinstatement from a semester medical leave addresses the University's need to be confident, in consultation with the student and healthcare providers, that the student will be safe in an unsupervised environment and can adequately monitor his or her health.

The vice president for Campus & Student Life and/or the USIT may require current documentation from a licensed physician or psychologist regarding the following:

- A student's readiness to return to the rigor inherent in academic and campus life expectations
- A student's ability to adequately monitor his or her health
- Any recommendations for follow-up or after-care intervention and support

Participation in academic tours immediately following a semester medical leave must be supported by a statement from a student's medical or psychological provider that he/she is prepared to participate in the demands of that particular tour and can be in circumstances where there may be limited access to medical services.

A Residential Campus

RESIDENTIAL LIVING POLICY

Andrews University is operated as a residential college on the undergraduate level. This means that the residential environment plays a significant role in the mission of the University and its efforts to foster the holistic development of each student.

Therefore, all single undergraduate students under 22 years of age who are (1) pursuing an on-campus degree and taking seven or more credits (including distance learning courses) or (2) enrolled in full-time language study must live in one of the University residence halls and participate in a meal plan at the University's cafeteria. Single undergraduate students must be 22 years of age by the first day of a semester in order to be approved to live in the community for that semester.

**Special consideration may be granted for those who turn 22 by September 30 (for fall) and January 31 (for spring).*

**Special consideration may be granted for those who are fifth-year seniors (attended four full years—eight fall/spring semesters—at a college/university and have 120+ earned academic credit hours). Students who have served one or two registered semesters as a student missionary or taskforce worker through Andrews University or another Adventist institution may be granted equivalent academic semesters toward fifth-year senior status (with 15 hours of earned academic credit hours per semester) pending recommendation letters from the site Campus Ministries office as well as the site supervisor.*

Costs associated with residence hall living are part of the investment in an Andrews University education, thus the Student Life office does not make exceptions to the Residential Living Policy on the basis of financial need.

The ONLY alternatives to residence hall living are as follows and are at the discretion of the Student Life office:



1. Students may live full-time within the household of a parent, grandparent, aunt/uncle or sibling age 22+ within a 45-mile radius of the University under the terms of an approved Community Residential Application.
2. Students may live full-time with a current, full-time Andrews University faculty or staff member within a 45-mile radius of the University under the terms of an approved Community Residential Application.
2. In keeping with the older student community environment, a student under age 22 will not be approved to live with their age 22+ sibling in University Towers.
3. To be eligible for community housing, students must be in good and regular standing and evidence a willingness to abide by the expectations of Andrews University at the time of application.

A Community Residential Application may be obtained online or in the Student Life office (Campus Center, main floor). The parent, grandparent, aunt/uncle, sibling age 22+ or current, full-time faculty/staff member must sign the application in person in the Student Life office and is required to present their current Michigan or Indiana driver's license to be photocopied as proof of local residency.

**If applying to live with an aunt/uncle, a student must submit written documentation from a parent to verify that the aunt/uncle is the biological sister/brother of the parent.*

Returning residential students under age 22 who meet the criteria for community living must submit applications to the Student Life office for approval prior to the semester of their expected move. Submitting an application before the deadline does not mean it is approved. The assistant to the vice president for Campus & Student Life will respond to all applications within two weeks of submission or according to the designated timeline (see below).

Semester expected to move	Application deadline	Response by
Fall 2016	June 1	June 15
Spring 2017	November 2	November 16

Please note the additional conditions of this policy:

1. A "parent" is a student's biological parent or legal step-parent. A "grandparent" is a biological parent of a student's parent. An "aunt" or "uncle" is a biological sister or brother of a student's parent. While the University understands the custom of addressing a close family friend as "aunt," "uncle," etc., the University, as it relates to the Residential Living Policy, only honors biological family relationships.
4. Students living in the community or University Apartments are expected to abide by the standards and codes of conduct outlined in the "Student Handbook."
5. Under the terms of the Community Residential Application, the parent, grandparent, aunt/uncle, sibling age 22+ or faculty/staff member must agree to live on a daily basis in the same household as the student (students must not live in a separate apartment or basement apartment with a different entrance) and to notify Student Life of any changes of address, conduct concerns, irregularities or any concern that impacts the welfare of the student.
6. A parent, grandparent, aunt/uncle, sibling age 22+ or faculty/staff member who owns or rents more than one residence may not divide their time between residences during the school year.
7. Application for living in the community must be made each academic year.
8. Students are strongly advised not to make contractual agreements or financial commitments in the community before receiving full approval from Student Life for community living. Student Life is not responsible for these choices or consequences.
9. Students who make false statements to the University on a Community Residential Application jeopardize their student status and ability to reside in the community—additional consequences and/or fines may apply.
10. Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the disability services coordinator, Carletta Witzel, at Student Success (269-471-3227). Andrews University will make every attempt to provide reasonable accommodations within on-campus housing facilities for students with documented disabilities or chronic health conditions.



Residence Halls

The University maintains three residence halls: Lamson Hall (for women), Meier Hall (for men), and University Towers. University Towers is a residence hall designed for single, older students—Damazo is for undergraduate age 22+ and graduate females, while Burman is for undergraduate age 21+ and graduate males. Double-occupancy rooms are standard. Single occupancy is permitted by special request, if space allows, for an additional fee. Residents are not permitted to sublet their rooms to other individuals.

Apartments and Houses for Rent

The University owns approximately 300 apartments and 30 houses. The apartments are

available to married students, students with children, and single undergraduate age 22+ and graduate students. Accommodations are available only to those who have been officially accepted as University students. Since apartments are limited, applicants are advised to apply six to nine months before their first semester of studies.

Most apartments are furnished. Tenants must supply their own linen, draperies and kitchen utensils. Unfurnished apartments have a stove and refrigerator. Heavy furniture and pianos on the second or third floor may be placed in the apartments only by prior arrangement with the University Apartments director. Pets are not allowed in University apartments or houses. The apartment descriptions, rental rates and application forms are available upon request.



UNIVERSITY APARTMENTS (AND HOUSES)

Full-time students living with children and/or spouse, single graduate students or undergraduate students (22 years of age and older) may qualify for a University apartment. Apartments offered are as follows:

- Beechwood: 1-, 2- and (limited) 3-bedroom furnished or unfurnished; and a very limited number of 4-bedroom unfurnished
- Garland: 1-, 2- or (limited) 3-bedroom furnished or unfurnished; and efficiency furnished apartments for singles
- Maplewood: 1-, 2- or (limited) 3-bedroom furnished with air-conditioning; 2-bedroom unfurnished with or without air-conditioning; and a limited number of 3-bedroom unfurnished with air-conditioning
- A limited number of houses

For floor plans and more information, please visit andrews.edu/apartments.

Other Accommodations

There are other accommodations in the area. You may obtain a list of area landlords at the Office of University Apartments or request a copy via email to universityapartments@andrews.edu.

COMMUNITY HOUSING

Non-Residence Hall Housing

Students 22 or older may choose to live in University apartments or in non-University housing in the community. All students in non-University housing are advised to obtain a valid lease or contract from their landlords.

Students living in non-residence hall housing must abide by the Code of Student Conduct and the Residential Living Policy. All students living off-campus must maintain high moral standards in their choice of guests and entertainment; otherwise, they could be subject to discipline. Unmarried or unrelated students of the opposite sex or students who are in a romantic relationship may not live in the same shared dwelling.

CAMPUS CURFEW

The University roadways are closed to general access from off-campus starting at 11 p.m. every night except for Saturday which begins at midnight. Residence hall students are expected to abide by the curfew established for their student status. Vehicles entering the campus while the campus is closed are required to enter through the Campus Safety Gatehouse located on J.N. Andrews Blvd. At that time the operator of the vehicle will be required to present either their Andrews University Identification Card or a valid driver's license. Campus Safety reserves the right to refuse entry to the campus due to safety-related concerns.

A Gathered and Growing Community

CO-CURRICULAR CHOICES AND CHANGES

A Gathered and Growing Community

As part of earning an Andrews University degree, undergraduate students are expected to engage in out-of-class learning. This complements classroom education and allows students to document valuable experiences that can be shared with graduate schools and prospective employers.

Learning Outcomes. Co-curricular education targets learning outcomes in four areas.

- A *Healthy U* focuses on physical fitness, sustainable nutrition and personal wellbeing.
- A *Successful U* focuses on academic skills, creative capacities and career readiness.
- A *Committed U* focuses on faith development, spiritual support and Christian influence.
- A *Better U* focuses on cultural competence, service orientation and leadership development.

Together with the academic curriculum, these programs deliver the whole-person education at the heart of Andrews University's mission.

Programs Offered. Four types of co-curricular programs are offered:

1. **Chapels** meet every Thursday from 11:30 a.m. to 12:20 p.m. in the Pioneer Memorial Church and allow students to interact with a wide range of inspiring pastors, community leaders, authors, students and alumni.
2. **Choices** meet every Tuesday from 11:30 a.m. to 12:20 p.m. in a number of locations. These small to mid-size programs vary from week to week and include Academic Assemblies, Short Courses and AUSA Forums. Additionally:
 - » Residence Hall Choices occur throughout the week in the residence halls.
 - » Other Campus Choices include Friday vespers, student concerts and recitals, student gallery openings and approved

educational programs planned by student organizations and campus departments.

3. **Changes** is a program that offers co-curricular credit to students who document and reflect on their involvement in leadership, ministry, service, professional or workplace opportunities. This is done by completing the Changes Form, located in the co-curricular education portal in OrgSync. One credit is given for each hour of involvement, up to a maximum of 10 hours per semester.
4. **First 100 Days** programs are designed for first-year students and include First-Year Seminar and Mentoring Group sessions held on Tuesdays from 11:30 a.m. to 12:20 p.m. during the fall semester.

Co-Curricular Fee. A co-curricular fee is assessed at the end of each semester. This fee accumulates based on nonattendance. There will be a fee of \$25 for the first credit short of the required number and \$13 for every credit short thereafter. A maximum of \$402 may be charged to traditional students and \$142 to non-traditional students per semester. As an incentive for participation, this fee can be minimized or completely eliminated by fulfilling the requirement.

Attendance Requirement. Engaging in out-of-class learning is part of earning an Andrews degree. Co-curricular appointments should be treated just like classes when planning work schedules and overall academic load.

1. **Traditional Undergraduates.** All traditional undergraduates are required to attend 30 co-curricular programs a semester, meeting one minimum (below) as part of the total requirement.
 - » *Tuesday/Thursday minimum.* Students must attend a minimum of 15 programs offered on Tuesdays and Thursdays during the 11:30 a.m. to 12:20 p.m. co-curricular period.
 - » *The remaining credits* can be invested in ways that best support your life and career

goals. A maximum of 10 credits may be earned through experiential learning in the Changes program.

2. **First-Year Students** are new traditional students who have not attended a college or university full-time. During the fall semester, first-year students are required to attend nine First 100 Days programs, scheduled on Tuesdays during the 11:30 a.m. to 12:20 p.m. co-curricular period. These programs are part of the 30 co-curricular credits required for the semester but are *in addition* to the 15-credit Tuesday/Thursday minimum and do not count toward it.
3. **Non-Traditional Undergraduates.** Students 25 years and older or who are parents with a child in their care are identified as non-traditional. Non-traditional undergraduates are required to accrue 10 credits a semester, drawn from any of the available programs. They also have the option of viewing programs online and submitting a report in lieu of physical attendance. Parents under the age of 25 must present a copy of their child's birth certificate to the Student Life office in order to receive non-traditional status.
4. **Exempted Undergraduates.** Marital status or work conflicts do not exempt students from attendance. However, if an undergraduate student is registered for 7 or fewer credits, pursuing a second bachelor's degree or has 120 earned academic credit hours or more by the beginning of the semester, the student is welcome but not required to attend programs. Earned credit hours can be viewed using the University Academic Record link on the iVue page. Do not use the CAPP program to figure earned credit hours.

Pass/Fail. Traditional undergraduates must complete at least 60 percent of the co-curricular requirement (18 out of 30 credits) in order to pass for the semester. Students who fall short of the pass level will be placed on co-curricular probation.

Co-Curricular Probation and Registration

Hold. Students placed on co-curricular probation may have their registration put on hold if their participation does not return to a satisfactory level the following semester.

Absences. Absences due to occasional field trips, medical appointments, occasional illness or family emergencies will not be excused. Students should plan to offset these conflicts with attendance at other programs. Those who miss a Thursday Chapel program for one of these reasons may have the option to view a missed program online for credit (if it has been recorded). Please contact the Student Life office within one week after your absence.

Attendance Monitoring. Students are responsible for keeping track of their attendance throughout the semester. To access your attendance record, go to the Andrews Vault and click on "The Co-Curriculum." If programs you have attended do not show up on your record, please report the program within 21 days using the "Missing Programs" link in your record.

Co-Curricular Requirement At-a-Glance

	First-Year Students	Traditional	Non-Traditional
Tuesday/Thursday Minimum	15 credits	15 credits	No minimum
First 100 Days Programs	9 credits (fall semester only)		
Total Required	30 credits	30 credits	10 credits



Praise Him! Praise Him!
Jesus, our blessed Redeemer!

Our Commitment to You

Andrews University is committed to creating an environment in which each student's rights and privileges are supported and protected. Unless circumstances or obligations dictate otherwise, the following are some of the rights afforded to all Andrews University students.

TO SERVE: University Services

TO PROTECT: Student Rights

TO HOLD ACCOUNTABLE: Student Discipline

To Serve: University Services

ADMISSION SERVICES

Admission to Andrews University is available to any student who meets the academic and character requirements of the University and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission. Any qualified student who would be comfortable within its religious, social and cultural atmosphere may be admitted. The University does not discriminate on the grounds of race, color, ethnicity, national origin, citizenship, sex, religion, age, disability, veteran status, or any other legally protected characteristic.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.



ACADEMIC INFORMATION AND STUDENT SUCCESS CENTER

Andrews University degree programs are offered through the following academic units:

- College of Arts & Sciences
- Department of Aviation
- School of Architecture & Interior Design
- School of Business Administration
- School of Distance Education & International Partnerships
- School of Education
- School of Health Professions
- Seventh-day Adventist Theological Seminary

Additionally, the School of Graduate Studies operates as the unit responsible for quality assurance of graduate degrees offered by the University in its various academic units.

Course Load

The course load is expressed in semester credits. One semester credit represents one 50-minute class per week or its equivalent for one semester. For a complete and detailed Credit Hour Definition at Andrews University, please see the “Andrews University Bulletin” at bulletin.andrews.edu.

For undergraduate students the normal class load is 12 to 16 credits per semester. The normal course load for graduate students is 8 to 12 credits per semester. International undergraduate students must take a minimum of 12 credits per semester to maintain their visa. International graduate students must take a minimum of 8 credits per semester, and international MDiv students must take a minimum of 9 credits per semester to maintain their visa. Undergraduate students must maintain a minimum of 6 credits to be eligible for federal financial aid. Graduate students must maintain a minimum of 4 credits, and MDiv students must maintain a minimum of 4.5 credits for federal financial aid.

Class Status	Full-time (Credit Hours)	Financial Aid Status (Credit Hours)	Maintain Visa Status (Credit Hours)
Undergraduate (Non-International)	12–16	6	n/a
Undergraduate (International)	12–16	n/a	12
Graduate (Non-International)	8–12	4	n/a
Graduate (International)	8–12	n/a	8
MDiv (Non-International)	9–16	4.5	n/a
MDiv (International)	9–16	n/a	9

Class Standing

At the beginning of the fall semester each year, undergraduate students are classified according to the number of semester credits earned.

Freshman	0–24 credits
Sophomore	25–56 credits
Junior	57–86 credits
Senior	87 or more credits
Graduate	Completion of baccalaureate degree

Exit Procedure

For a complete withdrawal from all current classes, students must follow a specified course of action. Andrews University Student Exit Procedure forms may be obtained from the Student Life office located in the Campus Center, the Office of Academic Records in the Administration Building or the office of the appropriate academic dean.

Various checkpoints have been designated in an effort to provide the student with an opportunity for counsel. To complete the exit process, the student must obtain several signatures in order to ensure that the necessary information has been given both to the student and to the departments listed on the form.

In order to qualify to receive a “W” for classes rather than the grades earned, the withdrawal form must be completed by the date established in the University calendar as the last day to withdraw from a class with a W. (To review the tuition refund policy see the “Andrews University Bulletin” at bulletin.andrews.edu).

In addition, students occupying University

housing, apartments and residence halls must check out of those facilities according to established procedures.

Academic Probation (Undergraduate)

A student is classified on Academic Probation/At-Risk status when he/she has a cumulative Andrews University GPA lower than 2.00 and/or a semester GPA of 1.75 or below, or a combination, in a semester, of three or more Withdrawals (W), Incompletes (I) or grades lower than a C.

Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean.

Students on academic probation:

1. Are restricted to taking no more than 12 credits per semester
2. Are expected to limit extracurricular activities and part-time employment
3. May be required to take special courses
4. May be required to attend sessions for academic support or personal counseling

This program ensures students will have ample time to concentrate on their courses and develop personal habits for greater success in future terms. Students on academic probation for two consecutive, or three total, semesters may be at risk for academic dismissal.

Academic Policies and Procedures

See the “Andrews University Bulletin” at bulletin.andrews.edu.

STUDENT SUCCESS CENTER

Nethery Hall, Room 100

Phone: 269-471-6096

Hours: *Monday–Thursday, 9 a.m.–12 p.m. and 1–5 p.m.; Friday, 9 a.m.–12 p.m.*

Student Success adds to classroom instruction by providing academic guidance, support and developmental instruction. The Student Success Center serves as a learning center for all students in all schools of the University.

Individual peer tutoring services are available for undergraduate students through the class GNST091—Academic Tutorial Support. Resources on aspects of student success such as note taking, time management, memory techniques and test preparation are also available by appointment. These general academic support services are complemented by the Mathematics and Writing Centers.

Student Success also offers:

- Advisor assignment for new students (for undergraduate students)
- Advisor/Major/Minor changes (for undergraduate students)
- Disabilities accommodation (for all AU students)

Questions/concerns: email success@andrews.edu.

MATHEMATICS CENTER

Haughey Hall (Science Complex), Room 112

Hours: *Monday–Thursday, 4–7 p.m. (or as posted); closed during the summer and holidays*

The Mathematics Center provides free assistance with no need for an appointment for students enrolled in University mathematics courses, and faculty and staff are also invited to visit the Center for help. The Center is equipped with eight computers that can be used for ALEKS and other Web-based math assignments. For more information and the current schedule, call 269-471-3423.

UNIVERSITY CENTER FOR READING, LEARNING & ASSESSMENT

Bell Hall, Suite 200

Phone: 269-471-3480

Reading skills that are enhanced in the Center include speed-reading, study reading, vocabulary, word recognition or decoding skills, spelling and handwriting. Average to excellent readers, as well as those having difficulty with reading, are served. The Center also offers a class that covers memory, learning styles, time management, temperament,

mind style and emotional condition(s). It also serves students and the surrounding communities through psychoeducational and academic assessments as well as Orton-Gillingham based multisensory intervention for those who have dyslexia.

WRITING CENTER

Nethery Hall, Room 134

Phone: 269-471-3358

The Writing Center provides students with individualized instruction on basic writing skills and strategies. Services include computer-assisted tutorial sessions, drop-in help and a library of rhetoric and usage texts. The Writing Center also offers occasional review sessions on general writing problems.

ANDREWS UNIVERSITY BOOKSTORE

Phone: 269-471-3287, 800-385-2001

Fax: 269-471-3289

Web: andrews.edu/bookstore

Email: sm8131@bncollege.com,
swansonc@andrews.edu

Hours: *Monday–Thursday, 9 a.m.–5 p.m.; Friday, 9 a.m.–1 p.m.*

The Andrews University Bookstore offers the following services:

Textbooks, trade books, school and office supplies, some electronics, AU school spirit clothing, snacks and drinks, health and beauty aids, greeting cards, gift items and much more.

IMPORTANT INFORMATION: If you are graduating in May or August, please go to the Andrews University Bookstore website to order your regalia and announcements at andrews.edu/bookstore. Choose “Main Campus Courses,” then click on “Regular Regalia” or “FINE/Doctoral Regalia” (at the bottom of the page on the left) and follow the prompts.

There is no deadline to order. However, extra shipping charges may occur if expedited mailing is needed.

Textbook Return Policy

- A full refund will be given in your original form of payment if textbooks are returned in the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes.

- No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
- No refunds on Digital Content once accessed.
- Textbooks must be in original condition.
- NO refunds or exchanges without original receipt.

Trade Book Return Policy

Special order books must be prepaid. Special order books and sale books are not returnable.

Trade books can be returned within 30 days only with original receipt. The trade book must be in original condition.

Used Book Buyback Schedule

Buyback is always Finals Week (Monday–Friday) of spring and fall semesters.

CAMPUS SAFETY SERVICES AND INFORMATION

Office of Campus Safety

4355 International Ct

Berrien Springs MI 49104-0940

24-Hour Dispatch: 269-471-3321

Business Hours: Monday–Friday,

7 a.m.–3 p.m.; Saturday and Sunday, CLOSED

The Office of Campus Safety is available 24 hours a day, 7 days a week, including holidays, to ensure the safety of the campus community and carry out security-related duties on University properties.

Campus Safety is located in the one-story red brick building on International Court between Garland Avenue and Grove Street. If you have a life-threatening situation, please remember to call 911 directly and Campus Safety will respond as well.

Parking Permit Required

Every vehicle on Andrews University property must have a valid parking permit. Whether it is your vehicle or you are borrowing a vehicle for the day, a week, or the school year, stop by the Office of Campus Safety and get your parking permit before you park. A fee of \$10 per vehicle will be charged for each new annual registration.

Registering Your Vehicle

To register your vehicle you must visit the Office of Campus Safety and present the following required registration documents: valid driver's license, current proof of insurance, and state registration.

Precautionary Measures

All persons leaving or entering University property may be checked. Any person on University property may be required to show identification to a Campus Safety officer or a University official. Lack of cooperation with a Campus Safety officer or University official, at any time, will result in disciplinary action. Contact Campus Safety for information concerning Vehicle Codes.

Campus Safety provides the following services:

- Medical assistance
- Training opportunities
- Protection of property
- Opening locked vehicles
- Security escort service (during the hours of darkness)
- Assistance in contacting the local police, if needed
- Assistance in answering questions on University rules and regulations
- Fire safety

Safety Tips

Security policies are created out of concern for your welfare. Security is, however, everyone's responsibility. You can help maintain your own safety by following all campus safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure.

Safety at night:

- Walk or ride with someone
- Stay away from isolated areas
- Try to stay/walk/park near street lights
- Hold your purse tightly, close to your body
- Respect campus curfew (Sunday–Friday, 11 p.m.; Saturday, 12 a.m.)

If you're being followed:

- Cross the street, change directions or seek a busier street
- Keep looking back so the person knows you cannot be surprised
- Go to a well-lit area, such as a store, restaurant, house, residence hall, classroom—anywhere there are people
- Notice as much as possible about the person so you can later give a description

If you're held up:

- Do not resist—no amount of money is worth risking your life
- Notify the police immediately
- Give a description that includes approximate height, weight and details on hair, clothing, jewelry, scars or tattoos—anything that is noticeable

Wherever you live:

- Keep track of your keys
- Do not let strangers in
- Do not leave doors unlocked, even for short periods
- Keep blinds/shades pulled at night
- Do not identify yourself on your answering machine

Protect personal and University property:

- Lock the door if you are the last person out of a room
- Engrave valuables
- Never leave belongings unattended
- Lock bikes securely on the bike rack
- Do not keep large amounts of money
- Keep personal papers and valuables locked in a security drawer
- Do not leave money or wallets out in plain sight

In a car:

- Keep doors locked while driving
- Do not hitchhike or pick up hitchhikers
- Lock valuables in the trunk
- If your car is disabled, remain in the locked car and open the door only for the police
- Park in well-lit areas
- Before vacations, do not pack your car until you are ready to go
- Always lock your car and take the keys
- Have your keys in hand as you approach the car/parking lot
- Notice the area around (and in) the car before you get in
- If you are with someone who is not treating you with respect, you do not have to put up with it—find a phone and call for help
- Never go out without a credit card/cash and a means to make an emergency call

Crime/Accident Reporting

In caring communities, members keep an eye out for each other. If you notice vandalism, something suspicious or a potential safety hazard or have been the victim of any kind of crime, bring it to the immediate attention of Campus Safety (269-471-3321), a residence hall dean, Student Life or 911. For more information, visit andrews.edu/safety.

If you would like to submit an anonymous report, visit Campus Safety's anonymous email tip website at andrews.edu/safety or call the Anonymous Tip Line at 269-471-3338.



Advocate

In order to foster a collaborative approach to a safe environment at Andrews University, Campus Safety, in conjunction with Student Life, Counseling & Testing, and Student Success, utilizes an online reporting tool called Advocate. Any student who has a safety concern can submit a report online which will be reviewed and assigned to the appropriate office. Safety concerns can include any incidents that create concern, arouse suspicion or violate University policies (Incident Report) or any concern for the well-being of others (CARE Report). To submit an online report (either Incident or CARE), please go to andrews.edu/students/resources/public-reporting.html.

Please note that to report a safety concern requiring an immediate response, contact Campus Safety directly via phone. If you are reporting a concern that may require assistance from law enforcement, emergency medical services, or the fire department, please call 911.

AU Alert

In order to ensure multiple means of emergency communication for our campus, Andrews University uses a third party company, Rave Mobile Safety, to send emergency notification alerts to the campus. During emergencies, this system will send text messages, emails and voice calls to registered recipients. The system will also post alerts or emergency information to the Andrews University Facebook account and/or the Andrews University Twitter accounts. AU Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather alerts, winter weather class cancellations, hostile threats, utility failure, major road closings or fire, among others. To sign up for AU Alert, log in with your Andrews username and password at <https://www.getrave.com/login/andrews/>.

Reporting a Missing Person

Any individual who has information that a campus residential student may be a "missing person" (having been missing for a minimum of 24 hours) must notify the Office of Campus Safety (269-471-3321) as soon as possible.

Andrews University Crime Stoppers Program

Campus Safety, in partnership with Student Life, is now operating an Andrews University Crime Stoppers Program. Students can call in anonymously to Campus Safety at 269-471-3321 to report crimes committed on campus. The operator will take your tip and give you a tip identification number.

1. Your tip will be investigated by Campus Safety.
2. If your tip leads to the capture of a suspect wanted for crimes committed on our campus, a posting will be made about the case on the Campus Safety website at andrews.edu/safety.
3. When you see the posting, call Campus Safety back to make a claim. Provide your tip number and a telephone number where you can be reached.
4. Once your information is validated, you will be contacted and given instructions to receive your reward. Valid tips will be eligible for rewards of up to \$250 in cash.

Non-Criminal Trespassing

Andrews University desires to foster an environment where all members of our community are welcome to utilize all that the campus has to offer. There are times, however, when our facilities or recreational areas may be closed. Once a building or recreational area has been either closed or locked, or the outdoor area is posted as closed or off limits, no one should re-enter this area. Students who are found in these areas may be subject to a fine, and they can be referred to the Student Life office for administrative action.

Narcotics K-9

The University intends to maintain a drug-free campus in harmony with the laws of the State of Michigan. The unlawful manufacture, possession, distribution or use of controlled substances is prohibited.

At times Campus Safety coordinates with local law enforcement to bring a narcotics K-9 dog and handler team to conduct searches of residential areas, residence halls, buildings, classrooms, facilities, parking lots and/or any other location on the property of Andrews University. All discovered illegal narcotics will be turned over to local law enforcement agencies.

Video and Photo Enforcement of Speed Limits and Parking Violations

The Office of Campus Safety has been authorized by Andrews University to conduct enforcement activities for both speeding and parking violations on-campus. Violations will be documented and records kept for review by the Citation Appeals Committee. Videos, photographs and radar reading are available for review only by the Citation Appeals Committee.

Tampering with, circumventing, accessing without authority or for reasons other than intended

is defined as any process, steps or action taken to limit, reduce and/or remove a level of security provided by the presence of the security device, or when someone without authorization accesses an area or security system; which includes video files, access control systems, or any other security-related information or equipment for a purpose other than intended or by persons without specific authority. Anyone violating this policy is subject to fines of up to \$500 per violation and disciplinary action by Student Life for violations of the Code of Student Conduct.

Off-Road Driving or Four-Wheeling is Prohibited.

COUNSELING & TESTING SERVICES

Bell Hall, Suite 123

Phone: 269-471-3470

Office Hours: *Monday–Friday, 8:30 a.m.–12:30 p.m.; Monday–Thursday, 1:30–5 p.m.*

The Counseling & Testing Center (CTC) is designed to assist students and spouses in reaching their maximum potential when confronted by social, intellectual or emotional challenges. Psychologists, professional counselors and graduate clinical interns in counseling are available by appointment or immediately if necessary. The Center maintains strict confidentiality to protect each client's records. The Counseling & Testing Center is accredited by the International Association of Counseling Services. Following are examples of services rendered:

- Career counseling—involving the discovery of one's interests, needs, values, aptitudes, abilities and goals; relating these to the world of work; and exploring appropriate major subjects and career fields. Specific, selected tests may also be given to aid in decision-making. There is a small fee for testing which covers the materials only
- Personal/emotional counseling—dealing with feelings of loneliness, inadequacy, guilt, anxiety and depression; interpersonal relationships with family, dating partners and roommates; and personality development, identity, self-image and self-esteem
- Educational counseling—relating to educational goals, motivation, attitudes, abilities and study skills
- Personality testing—to aid in the discovery of personal strengths and personality traits. Tests

include the MBTI, 16PF, TJTA and Strengths Finder

- Psychological evaluations—to aid in treatment planning for mental health issues/challenges
- Marital/premarital counseling—marriage is a major life change. The decision to marry requires time, planning and deep commitment
- Substance abuse—limited services include:
 - » Professional substance abuse assessment
 - » Individual counseling
 - » Support groups for substance use
 - » Psychoeducational insight group
 - » Consultation and outreach—the CTC staff is available for consultation regarding psychological issues that impact students. The Center offers a variety of workshops on-campus and in the community. Call the Center for workshop information.
- National standardized testing—including the ACT, SAT, GRE Subject, LSAT, PRAXIS, MELAB, TOEFL, CLEP and other academic tests needed at both the undergraduate and graduate levels

DINING SERVICES

Office of Dining Services

First Floor, Campus Center

Phone: 269-471-3161

Office Hours: *Monday–Thursday, 9 a.m.–5:30 p.m.; Friday, 9 a.m.–12 p.m. (when school is in session)*

Terrace Café

The Terrace Café is a healthy, vegetarian All-You-Care-to-Eat food court offering an array of classic comfort foods; a nutritious and delicious salad bar featuring a large selection of fresh vegetables and house-made dressings; a deli and Panini station allowing you to create your own hot or cold sandwich; a healthy choices station; scratch-made soups; fresh bean options and brown rice; a selection of house-made desserts; and several beverage choices. Our World Market features scratch-made pizzas including vegan and made-without-gluten options. Also, the stir fry station is available daily and is completely made without gluten containing ingredients. You will also find a variety of vegan and gluten-free options available throughout the balance of the Café. If you have special dietary needs, be sure to contact the executive chef to discuss the options available to you. Prices for Breakfast are \$7.50 dine-in, \$8.50 carryout; Brunch, Lunch and Dinner are \$9 dine-in, \$10 carryout. Carryout containers may not be used

for dining in the café, and dine-in guests may not remove food from the café. Cash, credit card, faculty/staff charge, meal plan or Café accounts may be used for payment. For those guests choosing to dine with us on Sabbath, please arrange for payment through our main office before the end of business on Friday. We do accept credit and debit cards on Sabbath but prefer that you make other arrangements.

Regular Semester Hours of Operation:

Monday–Friday

Breakfast, 7–10 a.m.

Lunch/Dinner, 11 a.m.–2:30 p.m.

Supper, 5–7 p.m.

Saturday

Lunch, 12:30–2 p.m.

Sunday

Brunch, 10 a.m.–2 p.m.

Supper, 5–7 p.m.

Check our website for break, holiday and summer hours.

Gazebo

The Gazebo is a quick, casual restaurant with a grab-and-go concept and convenience store located in the Campus Center next to the lobby.

The ever-changing menu includes a variety of made-to-order hot and cold sandwiches, house-made salads, delicious grilled entrees, nutritious smoothies blended with fresh fruit, and a variety of baked delicacies sure to please your taste buds. Convenience snacks, foods, drinks and personal items are also available for purchase. Sales are by cash, faculty/staff charge, meal plan or Café account. Meal plan participants may use the Gazebo as often as desired.

Regular Semester Hours of Operation:

Sunday, 11 a.m.–10 p.m.

Monday–Thursday, 8 a.m.–10 p.m.

Friday, 8 a.m.–5 p.m.

Saturday, 6–9 p.m.

Check our website for break, holiday and summer hours.

Residence Hall Meal Plan Information

All undergraduate students under age 22 who reside in the residence halls are required to participate in the Declining Balance Meal Plan. Students that receive residence hall-rate tuition assistance from Andrews University must be on a meal plan regardless of age. The cost of the residence hall meal plan is \$1,750 per semester, which will provide approximately two meals and one snack per day for most students.



Meal plan participants may use their ID cards for purchasing meals at the Terrace Café, Gazebo, and vending machines in the residence halls and other locations on campus.

If a student's meal plan balance runs low during the semester, funds may be added to the meal plan by request at the Office of Dining Services. For those students who withdraw from school during the academic term, the declining balance meal plan refund is pro-rated per day.

Café Accounts—(Community and Graduate Students)

Community students or residence hall students over age 22 may open a Café account at Registration Central or by coming to the Office of Dining Services. Individuals who choose to open a Café account may take advantage of a cash bonus; if the initial balance purchased is greater than \$400, there will be a five percent non-refundable bonus added to the account. In addition, the Café account plan comes with a loyalty program that rewards the user with a free meal after the purchase of 10 meals. Pick up your loyalty card at the Dining Services office after you open your account.

Transfer of Fund Balances

Students who need to transfer funds between the bookstore, ITS store and Café account need to come to the Office of Dining Services. Changes are posted to the student's statement at the end of each week.

HEALTH SERVICES

Health is a student's most precious possession. Good health means self-awareness and self-control, self-satisfaction, loving relationships and a stable sense of wellbeing even in the most trying times.

A healthy and successful college student will:

- Have daily personal devotions
- Get a minimum of seven hours sleep nightly
- Exercise regularly
- Eat well-balanced meals at regular times
- Avoid foods and beverages high in sugar
- Drink 6–8 glasses of water daily between meals
- Dress appropriately for Michigan weather
- Be helpful

Student Health Services

Students may direct their health needs to University Medical Specialties, located next to the

Apple Valley Plaza. Phone 269-473-2222 during regular office hours (Monday–Thursday, 8 a.m.–5 p.m., and Friday, 8 a.m.–12 p.m.) to schedule appointments. Residence hall students are eligible for limited health care with University Medical Specialties as part of their residence hall package (see the “Andrews University Bulletin” at bulletin.andrews.edu). Non-residence hall students living in the apartments or off-campus housing may also use University Medical Specialties for a fee.

If an emergency arises outside of regularly scheduled office hours, students may contact a physician by calling the answering service at University Medical Specialties at 269-473-2222.

Physician or nurse practitioner appointments and most short-term medications are available to residence hall students. These services are included in the residence hall rent/health plan and are not charged separately to the student. However, additional charges are made for lab work, X-rays and accident cases involving third-party liability. University Medical Specialties (UMS) charges the insurance company for any coverage applicable to the services provided to residence hall students, thus students should take their insurance information with them when utilizing UMS services. UMS waives any copay or deductible (for the student/family) for the limited healthcare provided.

The University's Response to AIDS

The primary response of the University to the AIDS problem is education. University personnel will seek ways to provide detailed information on how the virus is transmitted and how to prevent it. The primary educational objective is to discourage sexual activity except within a mutually monogamous, heterosexual marriage relationship.

So that the University can balance the rights of individuals with AIDS or a positive HIV test with the public health needs of those they contact, the following guidelines have been established:

1. In general, HIV antibody testing will not be a prerequisite to acceptance or registration.
2. In general, the student with AIDS or laboratory evidence of HIV infection will not be denied acceptance, registration, class attendance or housing.
3. It is the responsibility of the student known to have AIDS, or a positive HIV test, to:
 - I. Seek regular medical treatment as required by personal physician
 - II. Abstain from or prevent any action that may potentially transmit the AIDS virus to another individual

Confidentiality concerning a student's health will be maintained unless it is determined that others must be informed because of their risk of exposure to the AIDS virus. If such notification is deemed necessary, the student in question will be notified in writing of that decision.

Specific problems related to the interpretation and/or application of these health guidelines will be decided on a case-by-case basis by the Commission on Health and Ethics.

Emotional Health

The heavy study/work/social program at a university sometimes causes excessive emotional stress. Students who need help in coping with stress or stressful situations should feel free to contact the Counseling & Testing Center at 269-471-3470, a residence hall dean, or Student Life at 269-471-3215.

HOWARD PERFORMING ARTS CENTER

The Howard Performing Arts Center is a world-class concert hall designed for the performance of music and is Southwest Michigan's home for **AN EXCEPTIONAL CONCERT EXPERIENCE**. The Howard Center is beginning its 13th season! For over a decade, the Howard Center has hosted several prominent performers from the international classical circuit, such as the Soweto Gospel Choir from South Africa, jazz vocalist Sophie Milman, David Benoit, Canadian Brass, Bobby McFerrin

and the Vienna Boys Choir. An annual Christian Artists Series has featured guests including Laura Story, Israel Houghton and New Breed, Gungor, Sandi Patty, Brandon Heath, Avalon, Francesca Battistelli and Take 6. The 2016–2017 season will feature Christian Contemporary favorite Steve Green, Tim Zimmerman and the King's Brass, the return of the Vienna Boys Choir and many more. Visit howard.andrews.edu for more information.

The Howard Center was made possible by John and Dede Howard, originally of St. Joseph, Michigan. The Howards are a model of philanthropy at work and have given generously to the community, including a municipal band shell, a paved recreation path along Lake Michigan, an addition to the St. Joseph Public Library, and a covered ice rink. The Howards envisioned a world-class performing arts center for fine arts presentations, a state-of-the-art resource devoted to music and a cultural center to be shared and enjoyed by the entire community.

The Howard Center is the performance home for the Andrews University Department of Music ensembles: the Symphony Orchestra, Wind Symphony, University Singers and University Chorale. The Howard Center also hosts a monthly chamber music series—the Sunday Music Series, hosted by the Andrews University Department of Music. The spacious, well-lit foyer is available for wedding receptions, award ceremonies and other special occasions.



Don't miss your chance to experience the ambiance of a Howard Center event—your home for AN EXCEPTIONAL CONCERT EXPERIENCE!

INTERNATIONAL STUDENT SERVICES & PROGRAMS

Administration Building, Room 307

Phone: 269-471-6395

Hours: *Monday–Thursday, 9 a.m.–12 p.m. and 1–5 p.m.; Friday, 9 a.m.–12 p.m.*

Personnel in the Office of International Student Services & Programs (ISSP) are available to serve international students in various matters, particularly in matters of maintaining legal status while attending Andrews University. In addition to the regular office activities, ISSP also organizes International Orientation programs, International Student Week activities (Food Fair, International Student Sabbath) and other club activities.

This office can also assist students with financial matters (scholarships), work, transfers, travel and more.

MEDIA AND INFORMATION SERVICES

Publications

“Student Movement”—A weekly news publication

“The Cardinal”—The annual yearbook

“The Cast”—Annual student/faculty/staff pictorial directory

AUTV—Short film production and news

The Student Communications Board is comprised of student staff and faculty/staff sponsors of the “Student Movement,” “Cardinal,” “Cast” and other media that are part of the Andrews student association structure. The Board serves in multiple capacities, such as screening of candidates, providing advice and support, etc.

“Andrews Agenda”—Electronic newsletter for campus news and announcements

“FOCUS”—The University magazine

WAUS 90.7 FM

Southwestern Michigan's fine arts radio station broadcasts 24 hours a day from studios located in the Howard Performing Arts Center.

Campus Communication

1. **Bulletin Boards, Posters and Other Promotional Pieces:** Posters, table cards,

signs and flyers must be approved at the Office of Student Activities & Involvement, located in Student Life, before posting or distributing on-campus. All pieces, except those advertising upcoming academic courses or tours, will be given a maximum of 30 days approval. Each piece must have an original stamp from the Office of Student Activities & Involvement. Photocopies of stamped pieces will be removed by building custodians as will any materials without a stamp. Some buildings require additional approval. Promotional materials to be distributed in the residence halls must have the approval of the residence hall deans.

Designs for promotional pieces should be approved before printing. This can be done by bringing a sample in person or by emailing your design to slife@andrews.edu (using .pdf or .jpg format). All posters submitted for approval will require a 24-hour processing period. Posters submitted before 5 p.m. may be picked up for posting at noon the following day. Printing can be done on-campus by LithoTech (269-471-6027).

In order to receive approval, promotional materials:

- » Must be no more than 11 x 17 inches in size
- » Must include the name of the event and sponsoring campus organization or department (Student Activities & Involvement approval is required before posting)
- » Must conform to all “Student Handbook” standards with regard to dress code, condensed activities, acceptable language, etc.
- » Must include your first and last name and contact information if you are selling, renting or offering your personal service

Also note that:

- » Due to limited display space, classified ads for individuals with items for rent or for sale may be approved for posting, but advertisements for businesses or business opportunities will not be approved for posting
- » Materials using the Andrews University name or logo must first receive approval from the Division of Integrated Marketing & Communication
- » In the interest of full disclosure, external materials will be affixed with a label identifying the event or organization as not associated with the University
- » Handwritten pieces are discouraged

The Office of Student Activities & Involvement reserves the right to refuse posting rights to any person, group or activity when it deems it wise to do so.

Bulletin boards are located in many University buildings. Posters must be placed in these designated areas only and within the numeric limits set by each building manager. Please do not attach posters to any painted or glass surfaces or post on top of, or in the place of, other posters. Tent cards placed in the Dining Center require the additional approval of Dining Services. Flyers must be handed personally to students and may not be placed on cars. Your courtesy is appreciated.

2. **Websites and Social Media:** The University provides each student organization with a page on orgsync.com that includes the organization's officers, advisor and a list of past and current activities, as well as a link to the organization's website (if provided). Student organizations that use the Internet or social media to promote their organization or events are held responsible in written and visual work for upholding University standards with regard to dress code, condoned activities, acceptable language, etc.
3. **"Student Movement":** Those interested in advertising in the student newspaper should contact the "Student Movement" editor at smeditor@andrews.edu for options and pricing.
4. **Andrews Agenda:** The Andrews Agenda is a campus-wide electronic newsletter produced by the Division of Integrated Marketing & Communication (IMC). Twice a week during the academic year, a reminder email with links to the newest campus news and announcements is sent to all students, faculty, staff and a list of off-campus subscribers. The Agenda web page, andrews.edu/agenda, is updated daily. Sections include: Campus News, Calendar of Events, Campus Announcements, Community Announcements, Andrews in the News, Classifieds, Life Stories, and Week in Pictures. All students, staff and faculty are invited to contribute content to the Agenda. Note: All submissions go through an approval process.
5. **Online Events Calendar:** Post your own events! Visit andrews.edu/agenda and use your Andrews login and password to submit your event to the events calendar in the Andrews Agenda. (See #4 above for details about Agenda.) Any and all Andrews University related/sponsored events are welcome.

Upcoming events will be promoted in the twice-weekly Agenda reminder email and via the Andrews University homepage, andrews.edu. Note: All submissions go through an approval process.

6. **External Media Announcements:** The Division of Integrated Marketing & Communication submits press releases to both local and church media on a regular basis. In general, a press release is 300–500 words in length and is written by an IMC staff or student writer. However, if you would prefer to write your own release, you may do so and submit it to IMC (pr@andrews.edu) for distribution. Please note that IMC reserves the right to edit press releases as they see fit before releasing to the media. All news tips should be submitted to pr@andrews.edu.
7. **Church Bulletins:** IMC is responsible for regularly notifying area church bulletin editors of upcoming events at Andrews University. Email your information to pr@andrews.edu.
8. **Campus-wide Email:** Campus-wide, or broadcast, emails are not used for routine event announcements or promotions. Broadcast emails are reserved for campus-wide emergencies, campus-wide scheduling changes and death announcements of current Andrews University faculty, staff and students only.
9. **Campus-wide Voicemail:** Voicemail announcements are for administrative and emergency purposes only, such as from the offices of the president, provost, vice presidents and treasurer.

RESEARCH RESOURCES

Library

The James White Library houses books, bound periodicals and multimedia materials totaling more than 1.6 million items. Access to other libraries' resources is provided through MeLCat and the Interlibrary Loan Service. The Library's 100,000-plus periodical titles provide articles in print and electronic format. Over 150 databases can be accessed on-campus or off-campus by Andrews students, faculty and staff.

The Information Commons provides more than 60 computers within the main library and the two branch libraries for searching the library catalog and databases, accessing the Internet, reading and sending email, and doing applications such as word processing, spreadsheets, PowerPoint presentations, statistics, citation management,



etc. Printing and photocopying are available on each floor of the main library in color or black and white. Scanning is available on the main floor and in the Media Center. All machines use cash only.

The Seminary Library, the Center for Adventist Research, and the Mary Jane Mitchell Multimedia Center are located in the main library. The Architecture Resource Center and the Music Materials Center are located in their respective buildings on campus. Service to the worldwide church is available through the Digital Commons @ Andrews where PDF copies of Andrews dissertations and other resources are freely available.

Center for Adventist Research

The Center for Adventist Research (CAR) is a leading documentary collection for the study of the Seventh-day Adventist Church, its predecessors and related groups, from the Millerite movement of the mid-nineteenth century to the present. The Center houses more than 50,000 books; 40,000 non-book print items; over 3,000 Seventh-day Adventist periodical titles, often from the first issue published to the current issue; over 12,000 audiovisual titles; 30,000 photographs and more than 300 distinct manuscript collections, along with artifacts and other historical materials.

Functioning also as a branch office of the White Estate, the Center has a complete collection of Ellen G. White's letters and manuscripts, many of which come from the original typing; some contain White's own handwritten corrections and additions. The Center also has thousands of "document file" materials covering a wide range of topics related to Ellen G. White and the history of the Church, a question and answer file, a variety of indexes, hundreds of books by and about Ellen G. White and a nearly complete set of books replicating her personal library. The Center for Adventist Research boasts the largest collection of non-English Seventh-day Adventist periodicals anywhere in the Seventh-day Adventist Church.

The Center combines the resources of the Adventist Heritage Center, the Ellen G. White Estate branch office, the Andrews University Archives, the James White Library Rare Materials Collection and the Seventh-day Adventist Periodical Index. The Center seeks to promote an understanding and appreciation of the heritage and mission of the Seventh-day Adventist Church through educational events such as symposiums, conferences and tours; through publications; and by participating in the academic program of Andrews University through teaching particularly at the Seventh-day Adventist Theological Seminary.

Museums

The Natural History Museum, located in the Science Complex, houses the most complete mammoth skeleton ever discovered in Michigan and an extensive collection of shells, insects, birds and mammals.

The Siegfried H. Horn Archaeological Museum is located at 9047 Old U.S. 31. The museum features Palestinian, Trans-Jordanian, Mesopotamian and Egyptian exhibits that are open to the public. One of several exhibits features artistic murals depicting biblical scenes from the history of Abraham to the early Christian era making the Bible come alive. The Museum has a collection of more than 8,500 artifacts from the Bible lands. A significant number of these were obtained in archaeological excavations sponsored by Andrews University. In addition, the museum houses some 3,000 cuneiform tablets, placing it among the top 10 cuneiform collections in the country.

STUDENT USE OF COMPUTER AND NETWORK RESOURCES POLICY

Andrews University provides various information technology services to its students. These services are provided by Information Technology Services (ITS). Services provided to students include email, personal Web space, Internet access, computer labs, wireless networking and network connections in the residence halls and apartments. The demand for resources can be essentially infinite, yet the funds to provide these services are finite. As a result, limits are maintained in most services so that everyone may have access to the resources provided.

At Andrews University, information technology resources must only be used in ways that support the mission of Andrews University. The opportunity to use the resources is a privilege which may be removed if the resources are misused.

ITS is responsible for maintaining these systems and assisting students in utilizing the resources. For assistance, please contact the ITS help desk at 269-471-6016 or via email at helpdesk@andrews.edu.

Requirements to Utilize Information Technology Resources

Personal computers connecting to Andrews University networks or systems must have the following in place:

- The operating system must be up-to-date with all critical patches released by the vendor installed

- Microsoft Windows-based systems must have the Andrews University-supported anti-malware software installed and be kept up-to-date with new releases from the vendor

Computers connected to the network are required to be registered to a person who will be responsible for any activity on or from that computer. A computer found to contain viruses or other software causing damage to any other computer network or system or excessively using resources will be immediately disconnected from the network until the problem is remedied.

Andrews Email Used for Official Communication

Each student will be issued an Andrews University username and password that is utilized for multiple purposes, including email. Official Andrews University communication will come to the student's Andrews University email address, and students are responsible for having read the content of these messages. Students may forward their email to another email address but will remain responsible for what was sent to the Andrews University-provided email address.

Prohibited Activities

Prohibited activities on Andrews University computers and networks include, but are not limited to, the following:

1. Accessing, transmitting or storing any of the following: pornographic or sexually-oriented video, images or text; documents containing profanity or obscene language or defamation of any individual or group; materials promoting hatred of any group or materials advocating lifestyles contrary to University policy and values
2. Storage or transmission of copyrighted materials such as music, images, videos or software (unless you have legal permission from the copyright owner to do so). For more information on peer-to-peer file sharing see andrews.edu/services/its/peer-to-peer-file-sharing-policy.html
3. Intentional introduction of viruses or other disruptive/destructive programs
4. Attempts to evade or bypass system policies such as Web filters, firewalls or quotas
5. Unauthorized access to or use of other users' accounts or data, system software, University data, network equipment or other computer systems (includes collecting data through key logging or sniffing programs)
6. Giving your password to another individual
7. Forgery or attempted forgery of documents or email
8. Excessive use of resources on the network such as network bandwidth or disk storage
9. Participating in the unsolicited broadcasting of email (called "spam") including the generation or forwarding of chain letters or participation in multilevel or pyramid schemes
10. Harassment or intimidation of other users, including sexual harassment
11. Using Andrews University resources to support a personal business
12. Configuring a computer to provide network services (DNS, DHCP, etc.) to any other on- or off-campus computers or installing switches, routers, wireless access points or other equipment that interferes with official University services

Privacy and Confidentiality

Andrews University cannot guarantee the confidentiality or privacy of email messages and other documents stored on servers managed by the University, and the University makes no promises regarding their security. The following guidelines relate to confidentiality:

- Andrews University does not routinely monitor the contents of email. However, the University reserves the right to conduct routine maintenance, track problems and maintain the integrity of its systems. As is the case with all data kept on university managed systems, the content of email may be revealed by such activities.
- Andrews University reserves the right to inspect the contents of email and all disk files in the course of an investigation into alleged impropriety or to comply with legal obligations.
- Authorization to investigate the contents of user files must be given by the Chief Information Officer on the basis of instructions from the University administration.

Resource Limits

A number of specific networking protocols that cause security risks, enable illegal activity, allow access to objectionable material or utilize excessive resources are restricted on campus networks and computer systems. The current specific limit set on disk storage space for websites is 90 MB per person (subject to change as needed).

Results of Non-Compliance with this Policy

In the event that a student fails to comply with this policy, restrictions will immediately be placed on their access to information technology resources. Generally this will occur by restricting or disabling the person's ability to connect to the network by either limiting network access to the quarantine zone or deactivating their username/password. When access has been limited to the quarantine zone, any attempt to access Web resources will be directed to a quarantine zone page. This page contains information regarding why the student's access has been restricted and suggested changes to correct the problem. After making the necessary corrections, a release button may be selected to be released from the quarantine zone. If the problem continues to persist, the student's access will again be limited to the quarantine zone. Up to three attempts in five days are allowed to clear up the problem and be released from the quarantine zone. If these steps do not resolve the access problem or if your username/password has been deactivated, contact the ITS help desk (269-471-6016) to check your account status or for troubleshooting assistance.

In the case of more serious policy violations (such as actions that cause others to lose IT services and/or illegal activities), ITS staff will discuss the problem with the student, assist in correcting the cause of the problem and reinstate the access once the cooperation and understanding of the student is gained (generally as quickly as possible). In cases of reoccurring issues, or lack of cooperation from the student, the deactivation may continue for a longer period of time. In the case of actions that violate policies regarding student behavior, including accessing inappropriate content, the case will be referred to Student Life. Some policy violations may involve legal issues and be required to be transferred to Campus Safety or the appropriate legal agencies such as the Berrien Springs-Oronoko Township Police Department, Michigan State Police or the Federal Bureau of Investigation. These situations may result in the impounding of computer equipment, fines or imprisonment depending on the issues involved.

Appeal Process

Appeals related to decisions made regarding this policy or to restrictions placed on a student's access to resources may be made through the appropriate managerial levels in ITS up through the Chief Information Officer.

For information on appeals in matters relating to Student Life issues, refer to the "Student Handbook" section "Right to Appeal/Grievance" (page 68).

Safety Tips for Using Information Technology Resources

The online environment made possible by the Internet provides many advantages but also brings a number of serious risks. It is essential that each person be aware of these risks to make sure that their online actions do not result in damage or loss.

- Identity theft is a very real risk when doing business online. You are responsible for any use of your Andrews University username and password. Beware of anyone asking for usernames and passwords, social security numbers, credit card or bank account numbers. This includes email messages that appear to be from a bank, the administrator of a computer system or other organizations that do business online. These organizations (including Andrews University) never request you to verify this type of information via an email message. Some messages that refer to a webpage that looks authentic may be set up to collect your information. Once a person obtains these pieces of information, they can transfer funds out of your bank account, get credit in your name, ruin your credit rating and participate in other unfortunate activities that may cause serious disruption to you and may require several months of effort for you to get resolved. Even in face-to-face or telephone conversations, it is not advisable to share your username and password as the bearer of that information can subsequently "be you" online.

Malware is a common problem for computers and their users. This can be picked up through an email attachment, by clicking on web URL's or by going to some websites. Malware can do damage to your user or system files and may require a complete rebuilding of your computer system. Some malware will encrypt all your files and then ask for a ransom to unlock the files. Some types of malware collect information and send it to other systems to be utilized for identity theft.

Malware transmitted through email attachments are screened via systems that attempt to quarantine these emails. This blocks the vast majority of email-borne malware, but some may get through. It is very important that you not click on an attachment unless the person sending it is known to you, the attachment is mentioned in the body of the message and the combination matches your experience (for example, opening an attachment labeled "Invoice" from someone you have not done business with would be risky).

It is highly recommended that you back up your important files on a device that does not remain connected to your computer as a safeguard against loss of data from malware.

- Web filtering systems are in effect at Andrews to attempt to minimize the exposure to inappropriate material. Specifically, websites that are known to contain pornographic material are blocked. While Andrews strives to prevent contact to this type of material, it is not possible to do this completely. If you observe that University systems allow access to inappropriate material found on the web, please report it by sending email to filteradmin@andrews.edu.
- Social networking sites such as Facebook, YouTube, Twitter, Instagram and Snapchat, while popular for sharing among friends, are also available to the general public. You should use caution in determining what information you post on any public website as this information can be used by predators, as well as potential employers. In addition, you will be held accountable for content that violates the Code of Student Conduct (see “Code of Student Conduct,” page 71).

Information Technology Services will continue to work to reduce these risks but will not be able to completely eliminate them. It is the responsibility of each student to be alert and vigilant in their actions in the online environment in order to avoid these hazards.

ACES (Cable Television)

ACES provides cable TV services in University Towers, Lamson Hall, Meier Hall, and the Garland, Maplewood and Beechwood apartments. Basic service (which includes the local off-the-air channels) is provided to every room or apartment for no additional fee. Contact Telecommunications for more information: 269-471-3455, telecom@andrews.edu, andrews.edu/go/telecom.

Telecommunications

Telecommunications provides basic phone service to every residence hall room and apartment for no additional fee. Basic service includes campus calls, unlimited local calls and CallerID. You are responsible for supplying the telephone. Long-distance calls may be made by using a calling card. Contact Telecommunications for more information: 269-471-3455, telecom@andrews.edu, andrews.edu/go/telecom.

Computer Labs

ITS provides one general-purpose computing laboratory on campus available for use by all

students, faculty and staff. This lab contains Windows-based computers with a variety of software. Laser printing is available for a fee.

- Bell Hall 182—*Schedule posted at lab entrance*

Additional computer labs exist in various schools or departments including:

- Chan Shun Hall 225/226—269-471-3422
- Harrigan Hall 205—269-471-6148 (Mac Lab)
- Haughey Hall 316—269-471-6554
- Library Lab—269-471-3283

SEVERE WINTER WEATHER PROCEDURES

Because Andrews University is a residential campus, the University does not close essential operations due to severe winter weather. However, the Office of Campus Safety keeps informed about severe weather conditions and advises the University Administration about area road conditions and campus conditions, which could interrupt campus activities.

Where to Get Information when Classes are Cancelled

Normal class schedules will be maintained during a weather alert unless otherwise directed. Please do NOT call the Office of Campus Safety for information—their lines need to be open for emergencies. If weather conditions cause an interruption to class schedules or office hours, the campus will be informed via:

- Text alerts
- Broadcast email
- The University’s weather hotline—269-471-7660
- Posts on the University’s website
- Local TV and radio stations

To receive text alerts, it is the personal responsibility of all Andrews University employees and students to visit andrews.edu/safety, click the “AU Alert” icon, and configure their AU Alert personal notification information.

The safety of our employees and students is of foremost concern. Because this is a residential campus, many essential workers may feel compelled to come in to campus. Winter weather conditions can change quickly and road conditions can be dangerous. Please take personal responsibility for your safety during winter weather conditions. Use sound judgment and extreme caution. For more information, the following website may be helpful: andrews.edu/services/safety/procedures/blizzard.



AU ALERT EMERGENCY NOTIFICATION

AU Alert

To ensure multiple means of emergency communication for our campus, Andrews University uses a third party company, Rave Mobile Safety, to send emergency notification alerts to the campus.

During emergencies this system will send text messages, emails and voice calls to registered recipients. The system will also post alerts to the Andrews University Facebook account and/or the Andrews University Twitter account with the emergency information.

To receive emergency alert text messages, emails or voice calls, register with AU Alert by visiting andrews.edu/safety and clicking on the “AU Alert” icon.

On the Rave Mobile Safety website enter your Andrews University username and password to sign in and update your contact information.

Alert Messages

While AU Alert can be used to send out any emergency alert, some alerts are pre-defined and require a specific response from campus. These alerts are listed and defined on the Campus Safety AU Alert webpage, andrews.edu/services/safety/aualert/.

In addition to English, all pre-defined alert messages are currently available in the following languages: Chinese (simplified), Chinese (traditional), French, Korean, Portuguese and Spanish. Language preferences are available under the user profile on the Rave Mobile Safety website.

SERVICES FOR STUDENTS WITH DISABILITIES

Andrews University accepts and appreciates diversity in its students inclusive of those with disabilities and will provide reasonable accommodations on an individualized basis to the greatest extent possible without compromising the integrity of the student’s degree. It is the responsibility of the student with a disability to seek assistance from the disability support officer in the Student Success Center and to provide detailed documentation of the disability from an appropriate, licensed official to certify the student as having a disability. The cost of obtaining documentation must be borne by the student. Students should request accommodations as early as possible. Although efforts will be made to provide accommodations as quickly as possible, Andrews University cannot guarantee certain accommodations (i.e. alternate texts or interpreters) earlier than six weeks after the receipt of acceptable documentation. For more information please contact Student Success at 269-471-3227.

Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the disability services coordinator, Carletta Witzel, at Student Success (269-471-3227). Andrews University will make every attempt to provide reasonable accommodations within on-campus housing facilities for students with documented disabilities or chronic health conditions.

STUDENT FINANCIAL SERVICES

**Administration Building, First Floor
4150 Administration Drive
Berrien Springs MI 49104-0750**

Phone: 269-471-3334

Fax: 269-471-3228

Email: sfs@andrews.edu

Web: andrews.edu/sfs

Office Hours: *Monday–Thursday, 9 a.m.–5 p.m. (limited staffing from 12–1 p.m.); Friday, 9 a.m.–12 p.m.*

Financial Aid

Financial aid is processed and posted through the Office of Student Financial Services (SFS) located on the first floor of the Administration Building. Student Financial Services also advises students and parents as to the financing options available to them. Our financial advisors can help explain the application process and set up payment plans.

The aid process can be broken down into three easy steps and three important financial aid deadlines:

Step 1: By March 1: Have turned in all necessary financial aid documents and filed your FAFSA online. Please go to our website to review the changes for the FAFSA this year. If you have questions in filing your FAFSA do not hesitate to contact your financial advisor.

Step 2: Starting week of July 1: First register for classes, then click through the Financial Plan step at Registration Central and finalize your payment plan. You must register for your classes first in order to see what amount is due in the financial plan section.

Step 3: By August 15: Have made your first payment and confirm that your Financial Plan box is checked off; otherwise classes reserved will be dropped on August 16. Financial clearance is required to move into the residence halls and to activate your ID cards for Bookstore and Dining Services usage.

The biggest piece of advice we can give you is to know what is going on with your account. Read all the information that is sent to you from our office and the federal government. It is all very important, whether it is an email from the Office of Student Financial Services, a statement of accounts from the University or a loan disclosure statement from the government. Our website has all the information you will need. Visit us at andrews.edu/sfs for helpful links, online forms and financial aid information. FinVue is a financial tool at Andrews University. Log on to VAULT at vault.andrews.edu and it is all there on one convenient page: see your financial aid requirements, review your financial aid award and link to our online forms. At finVue you can also pay online, view messages from Student Financial Services, check out your account balance, report inaccurate information and access Registration Central directly. We can also be reached by phone at 269-471-3334, by email at sfs@andrews.edu or by fax at 269-471-3228. Financial advisors are seen by appointment. We also take walk-ins.

International Student Financial Application: Please address any financial questions related to the I-20 to the International Student Financial Services Specialist (phone: 269-471-6380, email: ISFS@andrews.edu). Make your payments through Peer Transfer—the website is peertransfer.com. Once international students are enrolled, any financial questions will be answered by the assigned financial advisor as listed above.

First two letters of your last name	Financial Advisor	Email	Direct Phone Line
A–C	Fares Magesa	sfadvisor1@andrews.edu	269-471-3365
D–K	Mersha Rowley	sfadvisor2@andrews.edu	269-471-6597
L–Q	Terrance Mann	sfadvisor3@andrews.edu	269-471-6385
R–Z	Qaisar Ayaz	sfadvisor4@andrews.edu	269-471-6387
Veterans	Fares Magesa	veterans@andrews.edu	269-471-3365

EMPLOYMENT

Administration Building, Second Floor

Phone: 269-471-3570

Employment, a section of the Office of Human Resources, assists students in meeting some of their expenses through employment on campus. They also provide an orderly process through which students are hired on campus, while promoting a positive correlation between learning and work.

Working encourages students to manage time and resources effectively. It also provides opportunities to develop competence, workplace skills and a solid work ethic and to test possible career choices.

Employment posts open job positions, administers office tests and assists in the completion of employment forms. Students may find work opportunities more readily if they are available to work 2–3 hour blocks of time each day. The number of hours recommended is 10–12 hours per week. To be eligible for work, undergraduates must register for and maintain at least 12 credits of classwork; graduates must enroll in at least 8 credits; and MDiv students must enroll in at least 9 credits.

For additional information see the employment handbook online at andrews.edu/hr.

Work Expectations

Students should be responsible in their study as well as at work. Punctuality, dependability and honesty are essential lessons often learned at work. Any discipline connected with a student's assigned work or labor shall be dealt with by the work supervisor in counsel with the Employment/Benefits Manager. Work supervisors should report to the vice president for Campus & Student Life and the coordinator of Student Labor on any violation of University regulations, moral principles or any serious breach of contract. The student may receive a disciplinary letter from the work supervisor or coordinator of Student Labor, and a copy will be sent to the vice president for Campus & Student Life.

VETERANS SERVICES

Veterans' Education Benefits & Services. The University is approved for certification of students eligible to receive educational assistance from the U.S. Department of Veterans Affairs (DVA). The DVA determines eligibility for Veterans (VA) educational assistance. Their regional office is located in St. Louis, Missouri. University services for students who receive educational assistance through the DVA are located in the Administration Building,



first floor, in the Office of Student Financial Services. Information concerning VA educational assistance may be obtained by phone 269-471-3286, email veterans@andrews.edu or a visit to the Office of Veterans Services. VA forms used for making application for educational assistance are available at the GI Bill webpage: benefits.va.gov/gibill; a printed copy of an approved application submitted online to the VA will be required by the University's Office of Veterans Services.

It is the responsibility of the student to complete a Veterans Registration form every term to continue receiving educational benefits. The form is available in the Office of Veterans Services. Each term the required Certification of Enrollment (VA Form 22-1999) will be electronically submitted by the University's Veterans School Certifying Official (SCO) to the VA Regional Processing Office after the last day to add or drop a course. An earlier date for certification may be requested if the veteran feels certain his/her schedule will not be changed.

Students receiving benefits are expected to attend all classes and to progress satisfactorily toward their objective. Any change of degree program, change with class registration or withdrawal from school must be reported immediately to the SCO in the Office of Veterans Services. Failure to comply with VA regulations may result in loss of benefits and/or legal action on the part of the DVA. If the student does not make satisfactory academic progress and is academically dismissed from the University, the DVA is notified and all veterans' benefits are ended by the DVA. If a veteran is academically dismissed from the University but is later readmitted, the VA benefits cannot be resumed until the veteran has met the University requirements for reinstatement.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations. Student Success can be contacted at 100 Nethery Hall, success@andrews.edu or 269-471-6096.

Vocational Rehabilitation & Employment. The University is approved for enrollment certification of veterans with service-connected disabilities who are eligible to receive Chapter 31, Title 38, U.S.C. educational assistance from the U.S. Department of Veterans Affairs. University services for veterans are coordinated through the Veterans Certifying Official in the Office of Veterans Services which is located in the Administration Building, first floor, in the Office of Student Financial Services. Information concerning educational assistance and campus procedures may be obtained by phone 269-471-3286, email veterans@andrews.edu, website andrews.edu/sf or by visiting the Office of Veterans Services.

The veteran should make contact with the Vocational Rehabilitation & Employment Office (28), Detroit Regional Office at 313-471-3800. Veterans use VA Form 28-1900 to apply for the Chapter 31 benefit. The form is available online at gibill.va.gov. Information and instructions are included on the reverse side of the application form. Following receipt of the application in the regional office, VA will make a determination of eligibility. If the veteran is eligible, VA will schedule an appointment with a Counseling Psychologist (CP) or Rehabilitation Counselor (RC) for an initial evaluation to establish the veteran's entitlement to vocational rehabilitation. Contractors may be utilized to assist in working with the veteran to gather information needed for the CP or RC to make an entitlement determination. The VRE case manager will provide VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status. This form is required for certification of enrollment which will be submitted to the VRE by the University Veterans Certifying Official in the Office of Veterans Services.

If the veteran requires academic accommodations due to a disability, he/she should contact the Student Success Center in Nethery Hall to coordinate the University's accommodations with those provided by the Vocational Rehabilitation and Employment Office. Student Success can be contacted at 100 Nethery Hall, success@andrews.edu or 269-471-6096.



To Protect: Student Rights

RIGHT TO LEARN

As members of the academic community, Andrews University students are granted certain rights within the learning environment and process. These include the right to be informed of the professor's expectations for learners, the grading procedure and the schedule by which the course will be conducted. Students also have the right to reasonable assistance from the professor or course tutor under specified conditions of availability. Within the limitations of the academic freedom afforded to professors, students should expect that they will not be unreasonably penalized by changes in course expectations or grading policy from the course syllabus.

A student should be evaluated academically on the basis of scholastic performance and other criteria relevant to the course being taught. Bias, or conduct in matters unrelated to the academic standards of the course, must not play a role in a professor's academic evaluation. Certain programs, of course, do require evaluations of a student's personality, character and lifestyle. Unless clearly indicated by a professor, however, these matters should not influence grades in individual courses.

Because professors are responsible for creating an environment in which each student has an opportunity to learn, a professor may suspend—temporarily or long-term—a student who fails to meet reasonable class expectations, disrupts the classroom or otherwise interferes with the educational environment. The professor should report any such class suspension to the relevant department chair, dean, vice president for Campus & Student Life and/or the University Student Intervention Team.

RIGHT TO BE FREE FROM DISCRIMINATION AND HARASSMENT

Andrews University affirms that every human being is valuable in the sight of God. The University expects students, employees and guests to treat each other and the wider community with respect and dignity and will not tolerate discrimination or harassment. Students, both male and female,

have the right to supportive academic, work and residential settings that are free from conduct that could create a hostile, intimidating or offensive environment. Students and employees should report inappropriate, erratic, harassing, threatening or violent behavior, no matter how mild or severe, that may jeopardize the health or safety of an individual or the community or that disrupts the mission and/or normal processes of the University. This allows the University to address behavioral concerns in a timely manner.

Discrimination

Andrews University prohibits unlawful discrimination against any member of its community on the basis of race, color, ethnicity, national origin, citizenship, sex, religion, age, disability, veteran status, or any other legally protected characteristic in matters of admissions, employment, housing or any aspect of its educational programs and activities. As a religious institution, the University retains its constitutional and statutory rights to make employment, admission and educational decisions in a manner that is consistent with the University's Code of Student Conduct (see "Code of Student Conduct," page 71) and with the tenets of the Seventh-day Adventist Church. Such rights are conferred upon religious institutions by various laws, including but not limited to 42 U.S.C. 2000e-1, 2000e-2; 6-15 of Federal Executive Order 11246; 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57, 106.12(a)(b); 20 U.S.C. § 1681(a)(3); and *Porth v. Roman Catholic Diocese of Kalamazoo*, 209 Mich. App. 630 (1995). The University further claims the right to disregard the provisions of Title IX set forth in 34 CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with the teachings and practices of the Seventh-day Adventist Church.

Sexual orientation is regarded by the University in a manner consistent with the position of the Seventh-day Adventist Church, which makes a distinction between orientation and behavior. On the basis of sexual orientation, in itself, the University does not discriminate in academic, work, residential or other campus environment matters except as the University may deem it appropriate in response to housing and residential concerns. All students are required to comply with

the University's Code of Student Conduct, which prohibits certain behaviors that are inconsistent with the University's commitment to moral propriety as understood by the Seventh-day Adventist Church. For a detailed statement on the University's position, policies and protections regarding differences in sexual orientation, please refer to Appendix 1 (see "Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University," page 79). This non-discrimination policy is in compliance with Titles VI and VII of the Civil Rights Acts of 1964 (as amended), Title IX of the Education Amendments of 1972 (45 CFR 86 et seq., Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, Section 402 of the Veterans Era Veterans Adjustment Act of 1974 and the Elliott-Larsen Civil Rights Act.

Harassment

Andrews University prohibits harassment of any kind whether it takes place on-campus, off-campus or in online communications.

Harassment is often based upon an intentional intolerance or disparagement of perceived or actual personal characteristics such as race, color, ethnicity, national origin, sex, sexual orientation, religion, age, disability or any legally protected characteristic. Harassment occurs when a person or group engages in unwelcome conduct that is so objectively offensive and sufficiently severe, or persistent or pervasive, that it unreasonably interferes with or limits an individual's ability to participate in or benefit from academics, work or other services and activities or it creates an intimidating, hostile or offensive academic, work or residential environment. This definition of harassment should not be construed to infringe on the right of faculty, staff and students to discuss, inquire, express and petition within the limits described (see "Right to Discuss, Inquire, Express and Petition," page 66).

Harassing behaviors prohibited by this policy include, but are not limited to, the following: severe, persistent or pervasive use of derogatory words, jokes, slurs, epithets, statements or gestures; stereotyping activities; use of graffiti or other forms of pictorial or written messages of intimidation; threats about unwelcome physical contact; unwelcome physical contact; stalking; and bullying (repeated and/or aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person).

What to do about Discrimination or Harassment

If you witness or experience behavior which you think is inappropriate, you should do something about it. The following steps are suggestions you may want to consider. Every circumstance is different, however, and the important thing is that you do take some steps to correct the behavior.

- Indicate assertively to the alleged harasser that such conduct is offensive and unwelcome and should be stopped immediately (studies show that most harassers will stop if they know their behavior is offending someone).
- Document a written report of the incident noting date, time and location; identifying alleged harasser and witnesses; and giving a detailed description of the unwanted behavior incident.
- Submit the report to one of the following: academic advisor or academic dean (if classroom-related), work supervisor or Human Resources director (if work-related), or Student Life (if peer-related or you are unsure who to report to).
- Report any alleged retaliation. Retaliation is any adverse action taken against a person participating in an investigation of discrimination or harassment. Adverse actions may include name-calling, taunting or other threatening behavior. Retaliation against an individual for alleging discrimination or harassment, supporting a party bringing a complaint, or assisting in providing information relevant to a claim of discrimination or harassment is a serious violation of University policy and will be treated as another possible instance of discrimination or harassment.

Andrews University takes seriously any reports it receives of discrimination or harassment. A process is available for an investigation to be conducted and, where necessary, for corrective action to be taken.

Any student who makes, in good faith, a complaint/report of discrimination or harassment will suffer no adverse action from the University because of that complaint/report.

ROMANTIC AND MARRIAGE RELATIONSHIPS

As a Christian institution of higher learning, Andrews University believes that healthy romantic, marriage and sexual relationships must be built on biblical principles. The University views mar-

riage in keeping with the religious beliefs of the Seventh-day Adventist Church, which state that marriage is “a lifelong union between a man and a woman.” Therefore, we expect students to refrain from all premarital and extramarital sexual relationships and inappropriate displays of affection.

While relationships and appropriate demonstrations of intimacy are an important part of college student development, couples should respect the rights and interests of their companions and others by limiting displays of affection in public. In the interest of safety and propriety, couples should avoid lingering in parked vehicles, vacant rooms and secluded campus locations. Likewise, unmarried or unrelated students of the opposite sex or students who are in a romantic relationship may not live or stay overnight in the same shared dwelling.

For a detailed statement on the University’s position, policies and protections regarding differences in sexual orientation, please refer to Appendix 1 (see “Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University,” page 79).

SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY

Introduction

Andrews University is committed to maintaining a respectful learning and living environment that is free from sexual misconduct, domestic violence, dating violence, and stalking. Acts of sexual misconduct, domestic violence, dating violence, and stalking in any form, regardless of the length of the relationship or gender of the individuals, are inconsistent with this commitment, strictly prohibited and intolerable in the Andrews community. All members of the Andrews University community share a responsibility for upholding this policy.

This policy also addresses Andrew University’s responsibilities regarding Title IX and the Violence Against Women Reauthorization Act of 2013: Sec 304. Title IX of the Educational Amendments of 1972 prohibits discrimination from educational programs and activities on the basis of sex (gender) in educational programs and activities that receive federal assistance. The Violence Against Women Reauthorization Act expects that universities have procedures in place to respond to matters of sexual misconduct, domestic and dating violence, and stalking (collectively, misconduct).

Jurisdiction

This policy covers sexual misconduct directed at a student by another University student, staff or faculty regardless of whether the alleged misconduct occurred on- or off-campus or in online communications.

On-Campus: All on-campus violations are deemed to pose a disruption or threat to the educational environment. The campus includes the geographic confines of the University, including its land, roads and buildings, Andrews Academy, Ruth Murdoch Elementary School and University housing.

Off-Campus: Off-campus violations may pose a disruption or threat to the educational environment. Examples of misconduct that may fall within the University’s clear and distinct interest include conduct that:

- Occurs in a private home or location
- Occurs during a University-sponsored event (e.g., field trips, social or educational functions, University-related travel, student recruitment activities, internships and service learning experiences)
- Occurs during a Study Abroad Program or other off-campus educational program

Online: Sexual misconduct on the Internet can occur in a variety of forums. Some of these mediums include, but are not limited to, chat rooms, forums/message boards, social networking sites, instant messaging, email, avatars, advertising, redirected/automatic linking, spam and pop-ups.

In instances where misconduct is found to have occurred, the Title IX Coordinator, Deputy Coordinator(s) and other University personnel will take appropriate steps to end such misconduct, prevent its recurrence and remedy its effects.

Definitions

Sexual Misconduct

Sexual misconduct is any sexual penetration, sexual contact, sexual exploitation or sexual harassment that occurs without the effective consent of all individuals involved.

Non-Consensual Sexual Penetration

Non-consensual sexual penetration is any sexual penetration (vaginal, anal or oral), however slight, with any object or part of the body, with another person without that person’s effective consent.

Non-Consensual Sexual Contact

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or part of the body, with another person without that person's effective consent.

Effective Consent

- Effective consent is informed and freely and actively given.
- Effective consent cannot result from force, threat, intimidation, coercion or incapacitation.
- Effective consent cannot be given by minors, mentally disabled individuals, or individuals who are mentally or physically incapacitated (such as by alcohol or other drug use, etc.)—see below.
- Consent can be communicated by word or action and must be mutually understandable.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent at one time does not imply consent to another time.

Incapacitation

When incapacitated, an individual lacks the physical and/or mental ability to make informed, rational judgments (e.g., to understand the “who, what, when, where, why or how” of their sexual interactions) and thus cannot give effective consent to sexual activity. Incapacitation may be temporary or permanent and result from mental disability as well as states including, but not limited to, sleep, unconsciousness, blackouts resulting in memory loss, etc. Incapacitation may also occur in persons who, as a result of alcohol or drug use, **appear to be functional or coherent but still may not be able to make a rational decision or give effective consent.** Individuals who consent to sex must be able to understand what they are doing. Keep in mind that under this policy, **“no” always means “no,” but “yes” may not always mean “yes.”**

The impact of consuming alcohol or drugs will vary from person to person. Evaluating incapacitation due to the use of substances requires an assessment of each individual. Warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, emotional volatility, etc.

Because incapacitation may be difficult to discern, especially where alcohol and drugs are involved, students are strongly encouraged to err on the side of caution; when in doubt, assume the other person is incapacitated and therefore unable to give effective consent. **Being intoxicated or**

impaired by drugs or alcohol is not a defense to a charge of sexual misconduct.

In evaluating effective consent in cases of alleged incapacitation, the University asks two questions: (1) *did the accused know that the other party was incapacitated?* and (2) *if not, would a sober, reasonable person in the same situation have known that the other party was incapacitated?* If the answer to either of these questions is “YES,” effective consent was absent and the conduct by the accused is likely a violation of this policy.

Sexual Exploitation

Sexual exploitation is taking advantage of another person without effective consent. It includes, but is not limited to, the following: causing the prostitution of another person; electronically recording, photographing or transmitting intimate or sexual utterances, acts, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; conduct that intentionally exposes a person's private body parts to others; or knowingly having a sexually transmitted infection (including HIV) and failing to inform a sexual partner prior to engaging in sexual activity.

Sexual Harassment

Unlawful sexual harassment may take one of three forms: (1) quid pro quo harassment, (2) hostile environment harassment or (3) retaliatory harassment.

Quid pro quo harassment typically involves an exchange of sexual favors for some benefit, and it most often occurs where there is a power differential (e.g., professor and student or boss and employee).

Hostile environment harassment can occur when conduct is so objectively offensive and sufficiently severe, or persistent or pervasive, that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the educational environment. An isolated incident, unless sufficiently severe, does not amount to hostile environment harassment.

Retaliatory harassment is any adverse action taken against a person participating in an investigation of sexual misconduct. Adverse actions may include name-calling, taunting or other threatening behavior. Retaliation against an individual for alleging sexual misconduct, supporting a party bringing a complaint, or assisting in providing

information relevant to a claim of sexual misconduct is a serious violation of University policy and will be treated as another possible instance of sexual misconduct.

The following is a non-exhaustive set of behaviors which may constitute sexual harassment:

- Unwelcome sexual advances, propositions or requests for sexual favors
- Unwelcome or inappropriate exposure, display, touching or physical contact
- Showing/displaying sexually suggestive, demeaning or objectifying objects, pictures, words or gestures
- Unwelcome or inappropriate comments, questions or sexually suggestive jokes

Other unwanted verbal, written, visual, online or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of an individual's education or employment progress, development or performance
- Such conduct has the purpose or effect of unreasonably interfering with an individual's ability to carry out his or her responsibilities in the University environment

Stalking

Stalking is engaging in a course of conduct directed at a specific person(s) that is unwelcomed and would cause a reasonable person to (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress. Stalking behaviors include, but are not limited to, the following:

- Non-consensual or unwelcomed communication, including face-to-face, phone calls, voice messages, electronic mail, online communication, written letters, etc.
- Excessive calling or texting
- Threatening, intrusive, frightening or obscene gestures
- Following or pursuing
- Surveillance or other types of observation
- Trespassing
- Vandalism or destruction of victim's property
- Non-consensual touching
- Unwelcomed gifts, flowers, etc.

Stalking is an insidious form of harassment that may initially be dismissed as harmless yet can dramatically impact the life of the person stalked and pose both physical and psychological risks.

All concerns about stalking should be taken seriously, whether or not there appears to be a level of threat and whether or not the stalker is known by the victim.

Relationship Violence

Relationship violence is a pattern of unwelcomed, abusive, coercive behaviors used to exert power and control over a current or former partner. These behaviors often increase in severity and frequency over time and may be cyclical. For the purposes of this policy, relationship violence includes domestic violence and dating violence.

Domestic Violence

Violence or abusive acts committed by a current or former spouse or intimate partner to the victim by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to the victim as defined by the laws of Michigan.

Dating Violence

Violence or abusive acts committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on a consideration of the length of the relationship, the type of the relationship and the frequency of interaction between the persons involved in the relationship.

Domestic or dating violence includes, but is not limited to, the following:

- Physical abuse
- Pushing, shoving, slapping, punching, kicking or strangling
- Restraining, holding, tying down
- Leaving the victim in a dangerous place
- Emotional/psychological abuse
- Threats of harm and/or intimidation
- Physical or social isolation
- Sexual abuse or misconduct

Complainant

A complainant is anyone who reports an incident or may be the victim of misconduct covered by this policy.

Accused

The accused is anyone who is reported and alleged to have engaged in misconduct covered by this policy.

Reminders and Resources

Preservation of Evidence and Medical Assistance

Victims of sexual and other misconduct are reminded of the importance of taking every precaution to preserve all evidence and to abstain from tampering with any items at the scene, changing clothes or washing any area of their body. Under some circumstances, victims should seek immediate medical attention before washing themselves or clothing. If clothes have been removed, place each item separately in PAPER bags. Complainants should preserve all phone call logs, emails, text messages, online communication and other evidence that is relevant to the specific complaint.

Medical assistance can be sought from any emergency room, such as the one located at Lakeland Medical Center, St. Joseph, Michigan. Sexual misconduct victims should not expect to be billed or to pay for the medical forensic exam. There are alternatives to your health care insurance being billed. Contact Michigan Crime Victim Services Commission for more information (517-333-SAFE).

In addition to the collection of evidence, hospital staff is able to check for other potential injuries and respond to the potential of pregnancy and sexually transmitted diseases.

Confidentiality, Counseling and Support

The University will seek to be sensitive, supportive and respectful to all involved individuals. The University will also seek to take reasonable steps to maintain appropriate levels of confidentiality and will refrain from including in public available records the identity of the complainant. Although the University will attempt to limit the number of individuals who may learn about an allegation of misconduct, the University cannot guarantee confidentiality in all matters. To comply with certain federal laws, the University is required to report statistics regarding misconduct on its campus. Recordkeeping for this statistical report will be accomplished without the inclusion of identifying information about the complainant or witnesses to the extent permissible by law.

Counselors, pastors and chaplains have confidentiality obligations that prohibit them from reporting and activating established University processes; therefore, while these individuals are able to provide confidentiality and important support for victims, they are not the designated individuals to whom formal or informal reports should be given (see below).

Victims of sexual misconduct, domestic violence, dating violence, and stalking are encouraged to seek

the assistance of trained counselors and support systems. On-campus services include:

- Andrews University's Counseling & Testing Center (located in Bell Hall, 269-471-3470)
- Chaplains (located in the Campus Center, 269-471-3211)
- Academic support services (located at the Student Success Center in Nethery Hall, 269-471-6096)

Community services provided off-campus include:

- Samaritan Counseling Center, 1850 Colfax, Benton Harbor, Michigan (269-926-6199)
- Berrien County Child & Family Services/Safe Shelter (for women and children), PO Box 8820, Benton Harbor, Michigan 49023-8820 (phone: 269-925-1725/269-925-9500, crisis: 888-983-4275/269-925-9500), cfsswmi.org/our-programs/safe-shelter.html
- Michigan Crime Victim Services Commission, 201 S. Townsend, PO Box 30195, Lansing, Michigan 48933 (877-251-7373 for victims only or 517-373-7373)
- Rape, Abuse and Incest National Network (1-800-656-4673)
- Cass/St. Joseph County Domestic & Sexual Abuse Services, PO Box 402, Three Rivers, Michigan 49093 (phone: 269-279-5122, crisis: 800-828-2023), dasasmi.org
- S-O-S of the Family Justice Center, 533 North Niles Avenue, South Bend, Indiana 46617 (574-234-6900), Info@fjcsjc.org
- The National Domestic Violence Hotline (1-800-799-SAFE)

Initiating a Complaint

The University encourages complainants and witnesses to report any violations of this policy to an appropriate University official. Reports are what give the University the opportunity to investigate and address any violations; they also provide the University with an opportunity to ensure that appropriate care and resources are provided for both the victim or complainant and the accused. At the same time, before a complainant reveals information (name of the accused, details, etc.), they should understand that **only professional counselors, pastors and chaplains are able to retain confidentiality**, and all other faculty and staff are required to notify the designated University officials.

Designated University Officials

Frances Faehner, *vice president for Campus & Student Life*, is the *Title IX Coordinator for Andrews University* (269-471-2679).

Inquiries and sex-based complaints including sexual misconduct, domestic violence, dating violence, and stalking should be referred to designated University officials as follows:

Student Complaints Regarding Another Student

*Title IX Deputy Coordinator for students,
R. Deborah Weithers, dean for Student Life
(269-471-6684)*

Student Life deans (269-471-3215)

Residence hall deans (269-471-3446, 269-471-3390 or 269-471-3360)

Office of Campus Safety (269-471-3321)

Student Reports Regarding Faculty or Staff

*Title IX Deputy Coordinator for faculty or staff,
Dennis Waite (269-208-2532)*

Office of Human Resources (269-471-3302)

Office of Campus Safety (269-471-3321)

Local Law Enforcement

Sexual misconduct, domestic violence, dating violence, and stalking may also be criminal. Complainants may wish to inform local law enforcement agencies; upon a complainant's request, the University will assist in making the connection between a complainant and an appropriate law enforcement agency. In Berrien Springs, the local police department can be reached at 269-471-2813. In an emergency, call 911. Complainants also have the right to decline to notify law enforcement and campus authorities.

The University's Processes and Response

The University will take seriously all good faith reports of alleged sexual misconduct, domestic violence, dating violence, and stalking. University proceedings will seek to provide a prompt, fair and impartial consultation, investigation and response by officials who receive annual training.

Because the University recognizes that such misconduct includes an attack on an individual's dignity and self-determination rights, the University will attempt to let complainants select

the process for addressing their allegations. In general, there are two main paths for addressing sexual misconduct: (1) an informal consultation pertaining to possible misconduct and (2) a formal complaint of alleged misconduct. The University will attempt to balance the complainant's request with the moral responsibility and federal guidelines to create a safe and nondiscriminatory environment. Ultimately, and especially in cases that involve pattern, predation, threats or violence, the University reserves the right to proceed in whatever manner it deems appropriate.

Informal Consultations

- If the complainant desires an informal consultation, he/she should consult with one of the designated University officials listed above for the purpose of exploring whether or not to submit a formal complaint.
- The complainant may be reluctant to identify the accused; however, this will limit the University's ability to investigate and respond.
- The complainant may request the University to address the situation through various interim measures, informal meetings or conversations for the purpose of providing information or support or to create separation, etc. The University will seriously consider any such request.

Formal Complaint Process

- If a student desires to make a formal report of alleged misconduct, the complaint should be submitted to the appropriate Title IX Deputy Coordinator as listed above.
- The formal complaint should contain, at a minimum, a concise written statement of the alleged violation and a detailed statement of the facts supporting the allegation as well as the names of any witnesses.
- The appropriate Title IX Deputy Coordinator will review the formal complaint and meet separately with the complainant and the accused to receive their formal statements and the names of any witnesses, review University policy and processes as well as identify support systems.
- The Title IX and Title IX Deputy Coordinators will assess whether the allegation(s), if true, would rise to the level of misconduct to activate a formal Title IX investigation under this policy. If it is determined that a Title IX investigation is not the appropriate course of action, the complainant will be notified. In some cases where the accused is a student, the Title IX Coordinator may refer the case directly to the Student Life Deans Council to be reviewed for a general violation of the Code of Student Conduct.

Investigation and Review

- The director of Campus Safety is generally appointed to lead the investigation and is usually assisted by the appropriate Title IX Deputy Coordinator for students or the Title IX Deputy Coordinator for faculty/staff.
- The investigation will follow established practices and will follow the trail of evidence for the purpose of fact finding and determining if there is a “preponderance of evidence” that the alleged misconduct (more likely than not) occurred.
- The investigator(s) will meet with the complainant and the accused, as well as with other witnesses, and review texts, emails, communications and other documentary evidence to gather facts.
- A summary of the investigative report will be provided both to the complainant and to the accused. Both parties will have the opportunity to review the report and to provide a written response to the investigative summary report if desired. In addition, both parties will have the opportunity to present questions they would like to be addressed to the other party before a final determination is made.
- The investigative report and recommended findings are provided to the Title IX Coordinator as well as to the assistant vice president for Campus & Student Life (where the accused is a student) and to the appointed administrative panel (where the accused is a faculty or staff).

University Response for Student Conduct Processes

- In sexual misconduct processes, the Student Life Deans Council is chaired by the assistant vice president for Campus & Student Life and convenes to review the evidence and to meet with the investigators as needed.
- Both the complainant and the accused will have the same opportunity to have formal and separate hearings as part of the investigative process and/or with the Student Life Deans Council.
- The Student Life Deans Council will deliberate using the “preponderance of evidence” standard of proof to determine whether “more likely than not” the accused student is responsible or not responsible for committing sexual misconduct as outlined in this policy. Please note, as Title IX federal law requires for educational institutions, this is a lesser standard of proof than the “beyond a reasonable doubt” standard used in the criminal justice system.
- A finding by the Student Life Deans Council that the responding student is “not respon-

sible” does not necessarily mean the alleged misconduct did not happen, rather it may mean that there was insufficient evidence to reach a finding of responsibility.

- Any student who is found responsible for misconduct defined in this policy will be subject to disciplinary action that includes, but is not limited to, verbal counsel, written warning, probation, suspension, dismissal, mandatory education and other remedies the University deems appropriate.
- The Student Life Deans Council reserves the right to determine what type of disciplinary response is appropriate for the level of misconduct as well as to broaden or lessen the responses relative to the severity, persistence or pervasiveness of the behavior. Mitigating or aggravating circumstances, if they exist, may be considered, such as any previous or additional Code of Student Conduct violations.
- The general range of recommended responses is as follows:

Non-Consensual Sexual Penetration

Any student found responsible for non-consensual sexual penetration will likely receive a disciplinary response ranging from suspension to dismissal, depending on the severity of the incident.

Non-Consensual Sexual Contact

Any student found responsible for non-consensual sexual contact will likely receive a disciplinary response ranging from probation to dismissal, depending on the severity of the incident.

Sexual Exploitation or Harassment

Any student found responsible for sexual exploitation or harassment will likely receive a disciplinary response ranging from warning to dismissal, depending on the severity of the incident.

Domestic Violence, Dating Violence or Stalking

Any student found responsible for domestic violence, dating violence or stalking will likely receive a disciplinary response ranging from warning to dismissal, depending on the severity of the incident.

University Response for Faculty or Staff Conduct Processes

- The evidence developed during the investigation will be reviewed by an appointed administrative panel that includes the Universi-

ty's Human Resources director, the University provost, and one to two senior administrators.

- The appointed administrative panel will deliberate using the “preponderance of evidence” standard of proof to determine if the accused faculty or staff is “more likely than not” found responsible or not responsible for misconduct outlined in this policy.
- If the faculty or staff member is found responsible, the administrative panel will determine an appropriate disciplinary response for the level of misconduct.
- The right to an appeal and related processes will be as specified in the grievance processes outlined in the University's working policies.

Amnesty, Bystander Engagement and Good Faith Reports

The welfare of students in our community is of paramount importance. The University wants to facilitate a safe and caring campus climate for all good faith reports of sexual misconduct, domestic and dating violence, and stalking. The University believes that bystanders (peers nearby) can play a key role in the prevention of misconduct. Thus the University encourages students to offer help to others in need.

In an effort to remove fears and obstacles to reporting, the University does not typically apply disciplinary action to victims or witnesses of misconduct who, in the process of helping and making a report, voluntarily report their own violation(s) of the Code of Student Conduct (such as alcohol consumption, curfew violations, etc.) related to the specific reported incident. This is reflective of the established voluntary referral processes outlined in the Substance Abuse section of the “Student Handbook” (see “Substance Abuse,” page 22). To foster healing and growth, complainants and witnesses making good faith reports may be asked to engage in educational opportunities.

False Complaints

The University also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. Acts of knowingly filing false complaints are, by themselves, cause for disciplinary action.

Additional Information and Rights

The Counseling & Testing Center and the Student Life office provide awareness, prevention and risk reduction programs dealing with sexual misconduct, domestic violence, dating violence, and stalking. On an annual basis, during orientation, education is provided to new students and employees, and ongoing programs are provided periodically for the wider student body and University employees. Professional counseling and support services, as well as educational materials and information, are available for all students at the Counseling & Testing Center in Bell Hall.

- **Resources**—Both the complainant and the accused have the right to be notified of available resources. These resources may include chaplains, counselors at the Counseling & Testing Center, as well as community providers listed above.
- **Account of events**—Both the complainant and the accused have the right to the same opportunities to present their account of events.
- **Advocate**—Both the complainant and the accused have the right to have a designated advocate of their choice to assist them, advise them and be present with them throughout the process. Advocates should be selected from within the University's faculty or staff, as long as they are not a relative of the parties involved. Advocates may accompany the student to any University proceedings. The advocate may not direct questions to or otherwise address the investigative team or Student Life Deans Council, however the advocate may consult with the student that they are assisting.
- **Legal counsel**—Both the complainant and the accused may elect to seek counsel from an attorney at their own expense; however, in accordance with all University disciplinary processes, attorneys are not permitted to speak or otherwise participate in University proceedings including the Student Life Deans Council hearing.
- **Notification of outcome**—Both the complainant and the accused have the right to be informed of the outcome, in writing, without undue delay between the notifications to the parties, and usually within one business day of the end of the process.
- **Appeal**—Both the complainant and the accused have the same opportunity for consideration to appeal the outcome of complaints of misconduct and of any disciplinary actions. The limited grounds on which the University

will consider granting an appeal are one or more of the following:

1. **New Information of a Substantive Nature:** New and relevant information that was not available at the time the decision was made that could have significantly impacted the findings or the outcome
2. **Substantive Procedure Error:** The original processes had a significant or relevant procedural error that may have impacted fundamental fairness
3. **Substantive Disproportionate Response:** The University response was clearly disproportionate to the established range of consequences for the violation

Please see the Appeal Process as outlined in the “Student Handbook” (see “Student Conduct Intervention (Disciplinary) Processes,” page 74).

- **Accommodations**—Any complainant of misconduct may request accommodations in academic or work settings, changes in living situations, “no contact” orders or other support systems designed to help the student cope with the situation and meet their responsibilities. Requests are not “guaranteed,” but the University will consider carefully any such requests.
- **Interim measures**—The University may also consider other appropriate interim measures including, but not limited to, housing and class reassignments, “no contact” orders, restrictions on academic or co-curricular activities, campus ban, etc., to facilitate the emotional and physical wellbeing of the parties involved, the broader community and/or the integrity of the investigative and resolution process. Interim measures are for a provisional period of time pending the outcome of an investigation or until a specified condition is met. This action does not assume the accused has been found responsible for the alleged misconduct.
- **“No contact” order**—Once a “no contact” order has been issued, the accused should not attempt in any way to contact or send a message to the complainant, and the complainant should not attempt in any way to contact or send a message to the accused.
- If the complainant or alleged victim is deceased as a result of such offense, the next of kin of such victim shall be treated as the accuser or alleged victim to receive information regarding the outcome or disciplinary disposition.

Duration of University Processes

- If a criminal complaint has been lodged with local law enforcement by the complainant, the University’s investigation may be delayed temporarily, as requested by the criminal investigators. The University, however, may not wait on the outcome of the criminal processes and has a responsibility to begin its own investigation and to take any necessary interim protective measures.
- A typical investigation and response from the University may take up to 60 calendar days after the University has received notice of the misconduct. The timeframe may be extended for good cause such as University breaks, etc.

Registered Sex Offender Policy Statement

Information regarding registered sex offenders is provided by the State of Michigan to the public as well as the campus community and can be reviewed at mipsor.state.mi.us.

RIGHT TO DISCUSS, INQUIRE, EXPRESS AND PETITION

Students are free to express their views, individually or collectively, on matters of significance to them within the parameters described in this section. They may exchange views privately with others or publicly in classrooms, discussion groups and meetings. They may also use established campus channels of printed, online or audio-visual communication. Unsolicited broadcasting of email (“spamming”) is not allowed.

In the Classroom

In class as well as online, students’ questions and commentary should be respectful of the professor and fellow students and not detract from the professor’s course objectives or teaching methods. Students are expected to express themselves with civility by refraining from personal attacks or ad hominem argumentation, listening respectfully to others, and taking care not to monopolize discussion. When appropriate, students may ask questions or express views that are at variance with the beliefs and values of the University or other class members. However, dissenting remarks ought to offer an alternative point of view, rather than attack, disparage or demean views held by others or the University. In return, each student has the right to be treated respectfully

by the professor and his or her classmates. Students with concerns related to inappropriate communication in the classroom should follow the procedures outlined in the section titled “Right to Appeal/Grievance” (see page 68).

With University Officers

Students have the right to engage in constructive dialogue about the policies and procedures of the University. Students or student groups who have concerns or points of view they wish to share, or who desire to achieve constructive changes within the University, may present their thoughts directly to University officers. They may also circulate and submit to University officers petitions for action. Furthermore, the undergraduate and graduate student associations (AUSA and AUGSA) are good vehicles for addressing student-related matters with the University administration. Students seeking to resolve personal or group differences with the University are encouraged to make use of the University’s appeal and grievance procedures. Those who turn to public forums (such as social media, media outlets, etc.) to air their concerns rather than working with the University’s established means of resolution will not be acting in good faith with the University and could be subject to disciplinary action.

By Means of Assembly

Students have a constitutional right to assemble and publicly express their views on matters of local, national or global importance. Peaceful, law-abiding demonstrations, such as rallies, marches and vigils, may be organized by students on campus or in the community, provided that these events are in harmony with the values of the University and the Seventh-day Adventist Church. As with other events, organizers must submit a request for administrative approval to the Student Life office, allowing up to a week for approval. Event organizers will be guided by established University protocols with the oversight of a faculty or staff sponsor. On-campus events may not impair University functions or deprive other students of their rights and should honor campus policies. Demonstrations held in the community are to comply with local, state and federal laws and be done with the prior knowledge of local law enforcement officials. As the safety of students is of paramount concern to the University, every reasonable precaution must be taken by organizers to ensure the wellbeing and lawful behavior of students. The tenor of all public demonstrations should reflect a spirit of justice, compassion and wisdom.

Through Student Communication Media

Student communication media such as the “Student Movement,” “Cardinal,” AUTV, etc., are aids in establishing and maintaining an atmosphere of responsible discussion and intellectual exploration on the Andrews campus. They communicate the activities and interests of Andrews’ students, as well as help form student opinion. The vice president for Campus & Student Life and the Student Association general sponsor, through the Student Association, delegate editorial responsibility to the editor under the guidance of the faculty advisor and/or the Student Communications Board. Since the University administration has the ultimate responsibility for the content of student communications issued on the campus, they reserve the right—in rare circumstances—to override editorial decisions.

ACCESS AND PRIVACY OF STUDENT EDUCATIONAL RECORDS (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records, Andrews University grants the rights outlined within the Act to our students.

A student has the right to inspect and review his/her educational records. A request to review these records should be made, in writing, to the appropriate University office (see next page). The student’s request will be granted within 45 days from the time the request is made. If a student believes that there is inaccurate or misleading information contained in one or more of his/her records, he/she has the right to request that the record be amended. If the record is not amended, the student has a right to submit a written response or explanation which will then become a permanent part of the record. The student may file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the FERPA requirements.

A student has the right to consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests.” A school official has a legitimate educational interest if the information from your education record is necessary in order to fulfill his or her official responsibilities. A student’s parent does not have a right to access the student’s educational records unless the stu-

Location of Record	Record Type
Office of Academic Records	Academic records (all schools)
Office of Undergraduate Admissions	Admissions records
Office of Graduate Enrollment (School of Graduate Studies and Seventh-day Adventist Theological Seminary)	Admissions records
Office of Human Resources	Student employment records
Office of Student Financial Services	Student account records
Division of Campus & Student Life	Student Life records
Counseling & Testing Center	Achievement and Intelligence test scores, Interest inventory and Personality test scores
Department of Instruction	Official folder of records, if one is kept
University Schools (Ruth Murdoch Elementary and Andrews Academy)	Academic records, Admissions records (except medical records), Student Life records

dent is a “dependent” of the parent for income tax purposes.

A student may, of course, provide authorization for the release of records—for example, it is common to do this for parents. This can be done through your iVue by selecting “Manage FERPA Contacts” and adding them as a “New Contact.” Whenever third-party access is granted, a record should be kept in the file that shows which persons have reviewed the records, except in the cases where students grant third-party direct access to electronic files.

Andrews University has the right to disclose “directory information” without the written consent of the student, unless the student has informed the University Registrar in writing of his/her refusal to permit the dissemination of directory information. A “Request for Non-disclosure” may be obtained at the Office of Academic Records. The University has designated the following information as “directory information”: name, local address, local telephone number, Andrews University email address, gender, marital status, hometown, date and place of birth, school, academic program (degree, major and minor), enrollment status, class standing/classification (i.e., freshman, sophomore, junior, senior or graduate), participation in officially recognized activities, dates of attendance, degree(s) received, honors and awards and photographs. Even where directory information may be released, Andrews University reserves the right to withhold such information from third parties.

The student may be asked to care for the

reproduction costs of copies of records requested by the student. The University is not obligated to keep and maintain all educational records and thus some student records are destroyed.

For more information, please visit the University FERPA website at andrews.edu/go/ferpa.

RIGHT TO APPEAL/GRIEVANCE

The University seeks to provide an opportunity for the redress of student grievances, consistent with biblical guidance and sound practices. If a student feels his/her rights may have been violated, or that there may be something unique about the circumstances surrounding a matter, there is a grievance process or suggested courses of action which will be appropriate in most circumstances. The student should attempt to utilize the grievance process in the most appropriate and reasonable way (e.g., on a few occasions, it may be appropriate to “skip” a step).

Academic Grievances

If a student feels that his/her academic rights have been violated, the student should speak directly with that professor. If the student is unsatisfied with the professor’s response, the student may appeal to the department chair. Following a decision by the department chair, the student (or professor) may appeal to the appropriate academic dean, followed by an appeal to the Office of the Provost.

Housing and Residence Hall Grievances

If a student has a complaint concerning an issue in a University-operated housing facility, he/she

should first deal directly with the individual(s) responsible for the behavior/action that is the subject of the complaint. If the student is not satisfied with the response, he/she should go to their respective director of University Apartments (and Houses), University Towers, Lamson Hall or Meier Hall. If he/she is still not satisfied with the decision, he/she may appeal to the director of residence life (for residence hall concerns) or the assistant vice president for Campus & Student Life (for University Apartments concerns), then to the vice president for Campus & Student Life and then to the provost.

Work Grievances

If a student has a work-related concern, he/she should deal directly with the related individual, followed in order by the direct supervisor or the department director. If the student is not satisfied with the decision, he/she may appeal to the Employee Services coordinator followed by the director of Human Resources and then to the provost or president.

Student Conduct Intervention (Disciplinary) Grievances

Please see “Student Conduct Intervention (Disciplinary) Processes,” page 74.

Other Grievances

If a student has a grievance that is not addressed in one of the categories described above, he/she should seek counsel from a trusted member of the University faculty or staff. Typically, the appropriate course of action is to communicate directly with the individual(s) whose decision/action is the source of the complaint. If the student is unsatisfied with that individual’s response, the student may appeal along a similar path described in the

other sections. If the student is unsure of the best way to proceed, he/she may start by consulting with the vice president for Campus & Student Life.

General Hints for Solving Problems

In the heavy study/work/social program at a university, students will inevitably encounter stress and problems for which assistance would be helpful. Personnel in Student Life (269-471-3215), the Student Success Center (269-471-6096) or the Counseling & Testing Center (269-471-3470) are available for counsel. Problems may be solved in consultation with the personnel listed below in the order given (where appropriate).

In rare cases when the student has exhausted normal University procedures for resolving issues and the difficulty is still unresolved, the student is advised to contact an ombudsperson.

OMBUDSPERSONS (OMBUDSMAN)

Purpose of the University Ombudspersons

The University ombudspersons facilitate understanding, communication and resolution of conflict among students, faculty and staff. The office serves as an impartial and confidential means of facilitating dialogue between parties on campus and as a means, apart from formal grievance procedures, of resolving differences. The office was established as part of the University’s Christian commitment to foster a courteous and considerate climate conducive to productivity and wellbeing for the University community.

The ombudspersons work independently from University administrative offices. Discussing a matter with an ombudsperson is confidential to the extent allowed by law and does not constitute notice to the University.

ACADEMIC	Teacher, Advisor, Student Success Center, Department Chair, Academic Dean, Provost
FINANCIAL	Statement Clerk, Student Financial Advisor, Manager for Student Financial Services, Director of Student Financial Services, Vice President for Financial Administration
SOCIAL	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
EMOTIONAL	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
SPIRITUAL	Campus Ministries, Pastor, Residence Hall/Student Life Dean, Vice President for Campus & Student Life
WORK	Work Supervisor, Employee Services Coordinator, Director of Human Resources
SUBSTANCE ABUSE	Counseling & Testing Center, Residence Hall/Student Life Dean, Vice President for Campus & Student Life



What an Ombudsperson May Do

- Help resolve problems and conflicts, especially those not being adequately addressed through other channels
- Provide informal services outside the usual review and/or appeal procedures
- Take a nonaligned role when hearing about a problem, remaining independent and impartial
- Recommend changes in University policies or procedures

How an Ombudsperson Can Help You

- By listening carefully to your concerns
- By helping analyze the situation
- By identifying and explaining relevant University policies, procedures and problem-solving channels
- By helping you to explore options
- By looking into a concern, including talking with involved parties with your permission
- By identifying other University programs and resources that might be helpful
- By providing a safe and confidential setting where individuals feel respected and where they can be candid and forthright

When to Contact an Ombudsperson

In most cases, the ombudsperson should be contacted after you have exhausted normal University procedures for resolving issues and:

- You want to discuss a sensitive issue in confidence
- You want help and are unsure of where or what options are open to you
- You have a situation requiring help with communication or negotiation
- You are unsure which policies, procedures or regulations apply in your situation
- You believe a policy, procedure or regulation has been applied unfairly or erroneously to you

When an Ombudsperson Does Not Get Involved

- You want legal advice or legal representation
- You have a non-University related disagreement or problem
- You want to file a grievance or make a formal complaint
- You want someone to represent you in formal University procedures
- For information or to schedule a private appointment, contact the ombudspersons:

Elynda Bedney
bedney@andrews.edu
269-471-6040

David Sedlacek
sedlacek@andrews.edu
269-471-6375

To Hold Accountable: Student Responsibilities

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life” (Ellen G. White, “Education,” pages 15–16).

SELF-DISCIPLINE AND INSTITUTIONAL INTERVENTION (DISCIPLINE)

The goal of the student conduct intervention (discipline) processes at Andrews University is to shape and maintain a culture that fosters personal growth and accountability to the values of the institution. The University’s approach is first restorative as well as educational as it seeks to transform students for this life and for eternity.

Students are encouraged to take personal responsibility for all avenues of their spiritual, mental and physical growth as they model the Andrews Community Values. These values are designed for the wellbeing of both the individual student and the community as a whole. A voluntary commitment to the Community Values Agreement requires personal integrity and self-discipline which generally dispenses with the need for institutional discipline.

Inevitably, there will be occasions when students fail to exercise self-discipline and do not fulfill their commitment to their Community Values Agreement and the Code of Student Conduct. On such occasions students place themselves in a situation in which it becomes necessary for the University to intervene and hold students accountable for their behavior.

As in the classroom, the Student Conduct Intervention Process focuses on the student’s learning and the development of decision making and critical thinking skills, as well as taking responsibility for the consequence of one’s choices. As such it is not intended to include direct participation by parents or external

parties. In seeking to reflect a balance of mercy and justice, the University will strive to give students consistent and equitable processes and responses to reports of misconduct in a manner which is considerate of each individual.

As a religious institution, Andrews University claims constitutional guarantees that permit it to have expectations for students and employees regarding their duty to uphold biblical principles of morality, deportment and appearance as interpreted by the Seventh-day Adventist Church.

CODE OF STUDENT CONDUCT

The University takes seriously any failure of a student to abide by his/her commitment to the Community Values Agreement and the Code of Student Conduct. The University understands that all human beings are prone to make mistakes and that every situation is unique. Nevertheless, a student should expect to receive consequences, up to and including dismissal from the University, if he/she engages in any activity, behavior or communication described in the following list, whether it takes place on-campus, off-campus or online. The list that follows is not comprehensive but does provide examples of violations of the Code of Student Conduct:

1. Promotion or instigation of student behaviors not consistent with this Code of Student Conduct
2. Willful undermining of the religious ideals of the University and the Seventh-day Adventist Church
3. Profane, obscene or otherwise indecent conduct or expression which violates accepted standards of Christian conduct
4. Disruptive, disorderly, obstructive or dysfunctional behaviors or other types of conduct that compromise the educational environment, University teaching and administrative processes, or the health and safety of others.

5. Inappropriate cohabitation or visitation which includes living with (or sharing a hotel or guest room with) a member of the opposite sex or entering the residence hall room of a member of the opposite sex (with the exception of a formal open house program or permission from a residence hall dean)
6. Failure to comply with directives of University officials or law enforcement officers acting in performance of their duties and/or the failure to identify oneself to one of these officials when requested to do so
7. All forms or acts of dishonesty including, but not limited to, the following:
 - » Larceny (theft)
 - » Fraud
 - » Cheating, plagiarism or other forms of academic dishonesty
 - » Furnishing false information to any University office, official, faculty or staff
 - » Forgery, alteration or misuse of any University document, record or instrument of identification
 - » A pattern of spreading unsubstantiated rumors
 - » Tampering with the election of leaders of any recognized student organization
8. Harassment based on perceived or actual personal characteristics such as sex, sexual orientation, gender identity or expression, race, color, ethnicity, national origin, religion, age, disability and any legally protected characteristic
9. Hazing, defined as an intentional or reckless act that the person knew or should have known endangers the physical health or safety of an individual and that is done for the purpose of being initiated into or affiliating with an established group or organization
10. Participation in organizations or organizational activities that have not been registered with and approved by the organization's faculty/staff sponsor and the Student Life office
11. Unauthorized use of Andrews University's name or facilities for purposes that are not consistent with the Code of Student Conduct and the values of Andrews University
12. Physical abuse or physical assault
13. Relationship violence or abuse which includes domestic violence, dating violence and stalking
14. Sexual misconduct including, but not limited to, sexual harassment, sexual exploitation, non-consensual sexual contact and non-consensual sexual penetration
15. Premarital and extramarital sexual activity or sexually related behavior that includes but is not limited to inappropriate displays of affection; accessing, possessing or displaying pornographic or other sexually explicit materials; and sexting or other virtual forms of sexual activity
16. Romantic behaviors between individuals of the same sex, understanding that not all displays of affection are romantic in nature
17. Verbal, written and other forms of disrespectful, threatening, intimidating, harassing, bullying or stalking behavior which interferes with the (mental, emotional or physical) health or endangers the safety of any person; includes, but is not limited to, phone calls, emails, texts and all forms of online or social network communications
18. Continual lack of serious effort to meet co-curricular requirements including a pattern of failing to meet the minimal (pass level) co-curricular attendance expectations (for more information, see "Co-Curricular Choices and Changes," page 31)
19. On- or off-campus use, possession (in one's residence, vehicle, belongings or on person), purchase, sale, manufacture or distribution of the following:
 - » Tobacco in any form
 - » Alcoholic beverages in any form
 - » Illegal drugs or drug-related paraphernalia
 - » Other paraphernalia including e-cigarettes, hookahs, vapor and hookah pens, etc., regardless of the substance delivered
 - » Misuse of prescription drugs (for more information, see "Substance Abuse," page 22)
20. Proximity to alcohol, illegal drugs or drug paraphernalia, such as in events or parties where alcohol or illegal drugs, etc., are present and served by another host
21. Hosting/planning events in one's own residence or elsewhere where alcohol is served or consumed and/or illegal drugs or drug paraphernalia are present
22. Patronizing places of questionable entertainment or activities such as sexually suggestive or explicit dancing
23. Gambling in any form
24. Firearms, explosives, flammable substances and other weapons of any kind are not allowed on University property. This includes, but is not limited to, rifles, shotguns, pistols, paintball guns, BB guns, pellet guns, bows and arrows, stun guns, Tazers, "air-soft" guns, look-alike firearms, knives with blades

longer than three inches (excluding culinary knives) and martial arts weapons. Possession of any firearm or other weapon on University property is cause for corrective action up to and including dismissal. For further explanation, please obtain a free copy of the “Campus Safety Handbook”

25. Attempted or actual vandalism or damage to individual, institutional or community property. Removal of institutional property from its designated place
26. Deliberate misuse of a fire alarm system or other emergency equipment (Civil Code may bring up to one year in prison and up to a \$500 fine) or other violations of established safety protocols
27. Unauthorized entry or exit of campus buildings by any means other than the designated entrances, use of an exit for non-emergency purposes during timeframes when usage is established for emergency purposes only, or unauthorized presence (non-criminal trespassing) or use of equipment in University buildings after regular or established operational hours
28. Unauthorized possession, duplication or use of University key(s) or other access devices to any University premise
29. Violation of Andrews University’s Student Use of Computer and Network Resources Policy (see “Student Use of Computer and Network Resources Policy,” page 48) and

abuse of computer network and time to (but not limited to):

- » Communicate in a disrespectful, slanderous, abusive or obscene manner
 - » Falsify the source of a message or email
 - » Communicate and display content that violates any part of the Code of Student Conduct
 - » Enter into a file, transfer a file or use another’s identification and password without authorization
 - » Send excessive messages that lack a clear purpose
 - » Misappropriate the Andrews University name, logo or identity
30. Violation of institutional policy or code published in hard copy or available electronically on the University website
 31. A legal conviction for or confirmation of violations of federal, state or local law which indicate that a student is not in good standing with the community
 32. Conduct which has an adverse effect on the student’s responsibility to model good citizenship in the University community or in any other community

Any additional policies voted by the Student Life Deans Council, Student Life Council, Safety Committee or other appropriate University bodies, current and future, are valid and enforceable.



STUDENT CONDUCT INTERVENTION (DISCIPLINARY) PROCESSES

The student conduct intervention (disciplinary) processes at Andrews University are designed to provide fair and fundamental processes to the accused student. The president is responsible for the enforcement of the policies and regulations of the University.

- The president delegates authority to the provost for the application of the academic and non-academic (student conduct) policies.
- The provost along with the academic deans applies academic policies.
- The provost delegates to the vice president for Campus & Student Life the application of non-academic policies relative to student conduct.
- The vice president for Campus & Student Life may delegate to Student Life personnel or other designee the application of consequences for violations of the Code of Student Conduct.

Reporting Violations of the Code of Student Conduct

Students and staff are encouraged to share reports of violations of the Code of Student Conduct directly with a Student Life administrator, Student Life dean or residence hall dean and trust that careful consideration, discretion and investigative processes will be taken to determine the best course of action. Anonymous reporting is discouraged, as it will seriously limit the University's capacity to investigate the report.

Student Conduct Processes

When a report is made regarding a violation of the Code of Student Conduct, the Student Life dean or designee of the vice president for Campus & Student Life initiates a hearing and an initial investigation. The Student Life dean or designee meets with the student to (a) share the report of the alleged violation, (b) provide an opportunity for the student to give their own account of the events, verbally as well as in writing, (c) seek relevant information in order to establish a factual pattern and (d) offer care, insight and the facilitation of the restorative and intervention processes.

Student Conduct Intervention Responses

In determining an appropriate response to a violation, consideration will be given to the nature of the incident, the results of the hearing and investigation, and the student's conduct record

and influence on campus, as well as to established University protocols and responses.

Minor misconduct is usually assessed informally, and established protocols are applied. If it is determined that there has been a serious violation of a University regulation, decisions for probation, suspension and dismissal are generally made by the Student Life Deans Council or designee acting by authority of the vice president for Campus & Student Life. The vice president for Campus & Student Life will be consulted before all major student conduct suspensions of one semester or more are finalized. The vice president for Campus & Student Life will consult with the provost before a dismissal is finalized.

Students facing an off-campus suspension or dismissal are given the opportunity to select an advocate. Advocates will generally be individuals from within the University's faculty or staff, as long as they are not a relative of the parties involved. Advocates may accompany the student to a hearing with the Student Life Deans Council. The advocate may not direct questions to or otherwise address the Council. However, the advocate may consult with the student that they are assisting throughout the processes.

University processes are not legal criminal judicial proceedings. Criminal courts make a determination of guilt or innocence of an accused. The conduct processes at Andrews University make a determination of responsibility. Some students may elect to seek counsel from an attorney at their own expense. However, attorneys are not permitted to speak or otherwise participate in formal University proceedings.

Standard of Proof

A standard of proof is the measure of how convinced a decision-maker must be about the facts of a case to reach a decision. If there is lack of clarity or confirmation regarding the alleged report, University personnel will further investigate the situation, making reasonable efforts to gather all relevant evidence.

While criminal courts use a "beyond a reasonable doubt" standard of proof, University student conduct processes use a lower "preponderance of evidence" standard. This means that it is on the basis of "more likely than not" that a determination is made that a student is responsible for a violation of the Code of Student Conduct. Therefore a student may be found responsible for violating a University policy and there be insufficient evidence to be prosecuted in the criminal justice system.



Notifications

Outcomes to student conduct processes are generally not disclosed to the public except as may be permitted by FERPA, such as in times of violence. Andrews University may inform the academic dean and an undergraduate student's parent/guardian of more serious violations of the Code of Student Conduct and the resulting consequences. Every effort is made to first encourage students to inform their parents as well as their teachers, advisor and academic dean.

Professional Program Standards

In addition to a response from the Student Life Intervention process regarding their status as a student-at-large, students may receive an additional response to a violation of the Code of Student Conduct according to the professional program standards of their academic department.

Types of Responses

Depending on the severity of the situation, the University's response may include, but is not limited to, any of the following list:

- Conversation with the student and appropriate staff, faculty or administrators to clarify issues and provide an opportunity for learning to take place
- Counsel, written or oral
- Warnings, written or oral
- Citizenship probation (see below)
- Suspension (see below)
- Dismissal (see next page)
- Participation in an educational experience such as attending educational classes and writing a reflective or research paper
- Participation in a professional assessment and/or counseling session(s) through the University's Counseling & Testing Center
- Participation in a support or counseling component (examples that may be selected by the student could include the Counseling & Testing Center, a pastor, a chaplain or a faculty or staff member, as deemed appropriate)
- Participation in a student success plan or voluntary service work, on- or off-campus
- "No contact" order
- Fines
- Restitution
- Separation from all classes and organized campus activities
- Separation from the campus property
 - » Student Life Issued: "Suspension of Campus Visitation Privileges" (generally time-specific)
 - » Campus Safety Issued: "Campus Ban" (generally a minimum of one year)

- Additional academic consequences, up to and including dismissal from an academic program

Citizenship Probation

A student may be placed on citizenship probation for a violation of the Code of Student Conduct for a designated period of time that generally spans 15 weeks. The probation may also be a part of a response that also includes suspension. As part of a probationary status, privileges such as student leadership offices and/or participation in campus activities are usually removed. Honor, curfew and overnight leave privileges may also be removed for residence hall students. In general, a student on citizenship probation should expect that any further disregard of the Code of Student Conduct will result in a more serious response including suspension, withdrawal and dismissal.

Suspension

At the discretion of the University or the Student Life Deans Council, there are several types of suspensions and timeframes involving separation from classes, activities and the University.

Timeframes. The suspension timeframe may be as follows:

1. Definite
2. Indefinite
3. Interim, pending the outcome of an investigation or until a specified condition is met. In special circumstances, such as to facilitate the safety or wellbeing of members of the University community, an interim suspension may be activated without a determination of responsibility
4. A deferred suspension may be for a definite period of time that is served at a later period of time

Locations and restrictions. The terms of suspension may be as follows:

1. Off-campus Suspension Components

- » Longer-term (ranges from one week to two or more years)
- » Suspension is served at student's off-campus home or off-campus location
- » Suspension from attending classes, campus activities and work; may include a Student Life issued ban from visiting the campus or a formal campus ban issued by Campus Safety
- » If a suspension for the remainder of the semester occurs prior to the last scheduled

date to withdraw from classes, the student may complete the formal exit/withdrawal process to receive “W”s for their classes. Receiving grades, incompletes or deferred grades is not an option. Partial tuition refunds are potentially available only early in the semester as established in the “Andrews University Bulletin.”

- » Citizenship Probation
- » Other restorative and educational interventions

2. On-campus Suspension Components

- I. Out-of-Class Suspension
 - » Shorter-term (ranges from 3–5 days within a semester)
 - » Suspension is served while student remains at their current residence
 - » Suspension or separation from attending classes, campus activities, work, etc.
 - » Citizenship Probation
 - » Voluntary service
 - » Other restorative and educational interventions
- II. In-Class Suspension
 - » Shorter-term (two weeks within a semester)
 - » Suspension is served while student remains at their current residence
 - » Student is required to attend classes, but a portion of their time and activities is suspended to facilitate a student success and intervention plan
 - » Voluntary service or supervised academic success program (and related fees)
 - » Citizenship Probation
 - » Mentoring with a Student Life dean for a minimum of six weekly sessions
 - » Other restorative and educational interventions
 - » Further disregard of University expectations could result in a student being dismissed.

Dismissal

A student who is dismissed for student conduct violations is generally permanently separated from the University as well as from the academic program in which they are enrolled. This means that the student would not be eligible for readmission to any academic program and would also be issued a ban from visiting the campus for any purpose.

Appeal Processes for Student Conduct Intervention (Disciplinary) Responses

An appeal is not granted in response to general dissatisfaction with the outcome of a disciplinary case. The limited grounds on which the University will consider granting an appeal are one or more of the following:

1. New Information of a Substantive Nature: New and relevant information that was not available at the time the decision was made that could have significantly impacted the findings or the outcome
2. Substantive Procedure Error: The original processes had a significant or relevant procedural error that may have impacted fundamental fairness
3. Substantive Disproportionate Response: The University response was clearly disproportionate to the established range of consequences for the violation

Responses to violations of the Code of Student Conduct that are at the level of probation or below are not eligible for the formal appeal process.

Request for an Appeal

The formal request for an appeal to student conduct intervention responses should be directed to the vice president for Campus & Student Life within five business days of receiving notice of the decision. The request for an appeal must consist of a concise written statement outlining the grounds for the appeal as described above. The vice president will review the request in consultation with University administration. The student will be notified by the vice president if the request for an appeal has been denied based on insufficient grounds. At their discretion the University may choose to implement the original University response during the appeal process.

The Appeal Process

If the appeal process is granted, the vice president for Campus & Student Life will facilitate and coordinate the process. The vice president for Campus & Student Life will generally direct appeals regarding serious disciplinary action to the Citizenship Appeals Committee—which is a broadly representative group comprised of faculty/staff. The vice president serves as the *ex-officio* secretary and non-voting member and appoints one of the faculty/staff members as chairperson. In cases of sexual misconduct, the assistant vice president for Campus & Student Life serves as the *ex-officio* secretary.

Given that the student in most cases has already had a face-to-face hearing with a Student Life dean and/or the Student Life Deans Council, the appeal process does not provide a second opportunity for a face-to-face hearing nor does it provide a rehearing of the facts or a repeat of the investigative processes. An appeal is generally limited to review of a student's written appeal request, University record and/or summary reports. The role of the members of the Citizenship Appeals Committee is not to substitute judgement for the original decision and will remain focused on the specified grounds for the appeal.

The appeal process may be returned to the Student Life Deans Council, especially in cases where there is new and relevant information of a substantive nature.

The Citizenship Appeals Committee can uphold the original decision, alter the original decision, and/or alter the University (disciplinary) response. The decision of the Citizenship Appeals Committee will be final.

University Authority and Civil Penalties

The University will cooperate fully with law enforcement and other agencies in the enforcement of the law and the conditions imposed by the courts. When a student is charged by federal, state or local authorities with a violation of a law, the University will not request or agree to special consideration for that individual because of his or her status or former status as a student. If the offense is also subject to a sanction for a violation of the Code of Student Conduct, however, the University may elect to advise off-campus authorities of the existence of the Code of Student Conduct and how such matters are generally handled internally within the University community. Individual students, faculty and staff members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

A student who is charged with violating the law may incur penalties prescribed by the University in addition to those prescribed by the civil authorities when the Code of Student Conduct has been violated. Depending on the circumstances, the University may proceed with, or postpone, its inquiries or investigations while a criminal investigation is underway. The University reserves the right to proceed in a manner which best protects its students or its interests.

If a residence hall student is accused of violating a federal, state or local law, when requested by the student's parents and legally permissible, after consultation with the vice president for

Campus & Student Life, a short-term loan of up to \$500 may be acquired for a bond.

RIGHT OF ENTRY

The University reserves the right of residence hall deans, authorized representatives or an administrative officer of the University to enter and inspect a student's room whenever deemed necessary. This includes, but is not limited to, the right to inspect the contents of any locked containers and inspection for illegal substances, firearms, alcohol, tobacco, fire and safety hazards, cleanliness and orderliness. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure. Materials and decorations such as calendars, pictures or posters not in harmony with the ethical and moral standards of the University may result in the student being asked to remove them from the campus or may ultimately be moved by University personnel.

Thank You for Choosing Andrews

By choosing Andrews, you choose to be part of something unique. Our Seventh-day Adventist Christian faith and values set us apart. Whether or not you share our perspective, we invite you to respect it and be open to the conversation. It really is the basis for everything we do.

Appendix 1: A Seventh-day Adventist Framework for Relating to Sexual Orientation Differences on the Campus of Andrews University

Toward a Faithful and Compassionate Response

Andrews University is a Seventh-day Adventist institution of higher learning and an integral expression of the church's mission. The University holds and is accountable to the church's biblical position on human sexuality and marriage detailed in the official statements and guidelines of the General Conference of Seventh-day Adventists and its North American Division. The following statement seeks to provide a framework from which the University can faithfully and compassionately implement the Scriptural teachings of the Adventist church within the specific context of Adventist higher education.

Andrews University strives to be a community where students can flourish in a growing knowledge of God's Word and His personal plan for their lives. This community includes students who are oriented to the same or more than one sex, who are transgender, or who question their sexual orientation or gender identity (commonly referred to with the acronym LGBT). The University is committed to creating a safe and caring climate where such diverse groups are treated with dignity and respect, in keeping with their value as persons created in the image of God.

Belonging and Participation. Many same-sex oriented individuals consider themselves to have a meaningful, personal commitment to Christ. Sadly, many of these have been mistreated or have felt rejected by the church and sometimes by their own families. While this is not the experience of all, the fear of being hurt or marginalized may still be present. This can cause deep wounds and conflicts about God, religious identity, belonging and self-worth. It also places students at greater risk for depression and self-harm. The University believes that God's family is comprised of all who seek to follow Him. All students who live in harmony with the values of the University and the biblical standards of the Adventist church—no matter their sexual orientation—are welcome to participate and lead as members of our community.

Campus Climate. In order to create a safe and caring campus climate, the University prohib-

its all harassment, including that based upon perceived or actual sexual orientation. No one should publicly disclose or speculate on the sexual orientation of another person without their permission, as this can result in harm. Even as biblical teachings will be shared and upheld on campus, those who speak about sexuality are expected to do so in a considerate manner, avoiding the perpetuation of hurtful stereotypes. On the basis of sexual orientation, in itself, students are not to be treated differently in academic, work, residential or other campus environments, except as the University may deem it appropriate in response to housing and residential concerns. All students, irrespective of sexual orientation, are afforded equal protection in situations of alleged sexual misconduct. Students who experience or observe any mistreatment or oversight related to sexual orientation should report it immediately to the Student Life office, where it will be handled in a timely and confidential manner.

Romantic Relationships and Marriage. The University upholds the Bible understanding of the Adventist church that sexual intimacy belongs only within marriage, defined as "a lifelong union between a man and a woman."¹ Likewise, we believe that romantic relationships are appropriate only between a man and a woman. Thus, while we support the development of meaningful friendships, we require students to refrain from sexual relations outside of marriage and from romantic behaviors between individuals of the same sex, understanding that not all displays of affection are romantic in nature.

Singleness, Friendship and Community. The position of the church and the University means that, while all students are called to sexual abstinence before and outside of marriage, those who are same-sex oriented face the prospect of living without spousal companionship. In a cultural context where same-sex marriage is legal and widely celebrated, this may be especially difficult. It is our responsibility to support and include those who are single by creating an environment where they can find genuine friendships and a loving church family, whether they are single by preference, out of circumstance or as a result of their biblical convictions.

Dialogue and Discernment. As University educators, we are committed to leading the conversation on human sexuality, teaching students to discern and develop a sexual ethic grounded in an Adventist understanding of Bible truth. This dialogue may take place in designated small group or class-

room settings and is critical to helping students assess a number of other widely available cultural and theological viewpoints. Administration will seek to assure that public discussions are facilitated with a commitment to clarifying and upholding the church's biblical position on sexuality, while respecting the contributions, confidentiality and views of every student.

Choice and Conduct. While the Bible forbids sexual activity between members of the same sex, it does not address sexual orientation. Although there is no consensus on what leads to same-sex orientation, it is usually understood to involve the complex interaction between “nature” and “nurture.” In reality, individuals may have little or no sense of choice about their sexual orientation. The University understands that identifying with a particular orientation is not, in itself, an indicator of behavior. Thus, as we administer our Code of Student Conduct, we draw a clear distinction between sexual orientation, which is an enduring pattern of attraction to one or both sexes, and behavioral choices, for which one is held accountable.

Wisdom and Grace. Sexual identity development can be a complex process. Some students may have sexual attractions or sexual experiences that do not become an enduring part of their sexual orientation. Such shifts may or may not occur as part of coming to understand one's sexual identity. Reorientation efforts typically attempt to reverse sexual orientation. Some participating in these efforts report decreases in same-sex attraction and even gains in opposite-sex attraction. Others report no change in same-sex attraction and, at times, harmful effects. The University cannot know how God, in His wisdom, may choose to interact with each person. What we do know is that through God's saving and enabling grace we can all live victoriously through Christ.

Identity and Self-disclosure. We believe that Christ is the primary source of a person's identity and that other aspects of the self, such as sexuality, are secondary. We encourage students to develop a wholistic identity, grounded in a loving relationship with Christ, the teachings of His Word and a place of belonging in His church. Self-disclosure of sexual orientation may or may not be appropriate or in a student's best interest. Those who self-disclose may identify with a sexual identity label (e.g. lesbian, gay), or they may avoid such designations. These personal decisions require careful consideration and may be best made with the support and counsel of a trusted helping professional.

Advocacy. Certain sexual identity terms and concepts may be associated with highly politicized social conversations. In personal and classroom discussions, students are free to express their views on sexual orientation issues. However, in public settings, including campus activities and University media outlets, students should not advocate or instigate views or behaviors that are inconsistent with the biblical teachings of the Adventist church. In all settings, students are encouraged to communicate respectfully and to work for the wellbeing of others.

Support and Education. The University recognizes that issues related to sexual orientation can present unique challenges for students, who must navigate the challenging terrain of sexual identity in a Christian environment. Those desiring confidential support will find assistance in the offices of Student Life and Residence Hall deans, the Campus Ministries office, and the Counseling & Testing Center. As a nationally and internationally diverse campus, the University understands that students come to us from cultures and backgrounds with differing attitudes toward sexual orientation. Therefore, we provide culturally-sensitive and biblically-based education that encourages faculty, staff and students to respond in a thoughtful and compassionate manner to all individuals, including those whose orientation differs from their own.

Housing. Students who find themselves in a rooming arrangement with which they are not comfortable due to sexual orientation concerns are encouraged to contact a Residence Hall dean, the director of the University Apartments, or their trip or tour director. Residential and trip or tour staff will work confidentially and respectfully with students to find appropriate solutions to their housing needs, whether on-campus or traveling off-campus.

Summary. Andrews University endeavors to provide all students with an environment where they are safe and can belong. We believe that all persons—regardless of their sexual orientation—when drawn into a close relationship with God and a caring faith community, can flourish within the Bible's teaching on sexuality.

NOTES

1. *“Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship.”* GCSDA (2015), *Fundamental Beliefs of the Seventh-day Adventists, “Marriage and the Family.”*

Directory

ACADEMIC PETITIONS

*Please see the deans of each school/college

ANDREWS CORE EXPERIENCE (General Education)

Nethery Hall 148

Donald May, *director*, 269-471-3249

ATHLETICS

David Jardine, *director*, Johnson Gym, 269-471-3965

Eric Paddock, *Gymnics coach*, Beaty Gym,
269-471-3968

CAMPUS & STUDENT LIFE

Frances Faehner, *vice president*, Campus Center,
269-471-2679

Judith Fisher, *director*, Counseling & Testing
Center, Bell Hall, 269-471-3470

David Jardine, *director*, Athletics, Johnson Gym,
269-471-3965

Gillian Sanner, *assistant to the vice president*,
Campus Center, 269-471-6686

Deborah Weithers, *dean for Student Life*, Campus
Center, 269-471-3215

Steve Yeagley, *assistant vice president*,
Campus Center, 269-471-3215

See *Athletics, Campus Ministries, Counseling
& Testing Center, Housing, Student Activities &
Involvement, and Undergraduate Leadership
Program for other Student Life personnel.*

CAMPUS MINISTRIES

Campus Center, 8525 University Blvd

June Price, *University chaplain*, 269-471-3212

José Bourget, *associate chaplain*, 269-471-6254

Michael Polite, *associate chaplain*, 269-471-6282

Dina Rodriguez, *office manager*, 269-471-6241

Reception, 269-471-3211

CAMPUS SAFETY

Campus Safety Building, 4355 International Ct

Ben Panigot, *director/chief*, 269-471-3321

Frank Lei-Sam, *assistant director/patrol
lieutenant*, 269-471-3321

Michael Riess, *dispatch lieutenant*, 269-471-3321

Riccardo Simpson, *compliance officer*, 269-471-3321

COUNSELING & TESTING CENTER

Bell Hall, Suite 123, 269-471-3470

Judith Fisher, *PhD, LP, director/psychologist*

Christopher Denda, *PsyD, LP, assistant director
for clinical services/staff psychologist*

Jose Gonzalez, *staff counselor*, assistant testing
coordinator

Diana Mitchell, *staff counselor*

Stacey Nicely, *testing coordinator*

DISABILITY SERVICES

Student Success Center, Nethery Hall 103

Carletta Witzel, *student intervention coordinator
and disability service provider*, 269-471-3227

EMPLOYEE SERVICES

Admin Building, 2nd Floor

Lilian Akawobsa, *employment/benefits manager*,
269-471-3570

EXPLORE ANDREWS PROGRAM

Nethery Hall 135

Aaron Moushon, *director*, 269-471-3382

GUEST & CONVENTION SERVICES

University Towers Lobby, 8400 W Campus Circle Dr

David Iwasa, *director*, 269-471-3663

Teela Ruehle, *assistant director*, 269-471-3664

HOUSING

LAMSON HALL

8585 University Blvd

Front desk receptionist, 269-471-3446

Jennifer Burrill, *director of residence life/dean/
director*, 269-471-6601

A'Lisa Lashley, *associate dean*, 269-471-6699

Renee Paddock, *assistant dean*, 269-471-3437

Rachel Keele, *associate dean/housing coordinator*,
269-471-6603

MEIER HALL

8445 W Campus Circle Dr

Front desk receptionist, 269-471-3390

Spencer Carter, *dean/director*, 269-471-3395

Donald Keele, *associate dean*, 269-471-2757

James Price, *assistant dean*, 269-471-3393

Renee Paddock, *housing coordinator*, 269-471-3813

UNIVERSITY APARTMENTS

4405 International Ct

Alfredo Ruiz, *director*, Garland G, 269-471-6979

**UNIVERSITY TOWERS
(BURMAN & DAMAZO HALLS)**

8400 W Campus Circle Dr

Front desk receptionist, 269-471-3360

David Iwasa, *dean/director*, 269-471-3663

Teela Ruehle, *associate dean/director*, 269-471-3664

Beverly Gray, *housing coordinator*, 269-471-3661

**INTEGRATED MARKETING &
COMMUNICATION (IMC)**

Griggs Hall A, 8903 U.S. Hwy 31

Stephen Payne, *vice president*, 269-471-6537

Robert Fusté, *web communications manager*,
269-471-6571

Darren Heslop, *photographer/web maintenance*,
269-471-3316

Rebecca May, *campus & community relations
director*, 269-471-3345

Maxine Murray, *operations manager*, 269-471-3322

Maxwell Murray Jr, *enrollment strategic marketing
leader*, 269-471-3354

Ellie Quinones Chuah, *print communications
manager*, 269-471-6032

Pat Spangler, *marketing & communication services
director*, FOCUS editor, 269-471-3315

Becky St. Clair, *media communications manager*,
269-471-3348

**INTERNATIONAL STUDENT
SERVICES & PROGRAMS**

Administration Building, Room 307

Robert Benjamin, *director*, 269-471-6378

Silmara Ferreira, *associate director*, 269-471-3310

JN ANDREWS HONORS PROGRAM

Nethery Hall 128

L. Monique Pittman, *director*, 269-471-3297

MEDICAL CENTER

9045 U.S. 31

All phone calls may be directed to 269-473-2222

Janet Adams, *MS, NP*

Lowell Hamel, *MD*

Katherine Keith, *MD*

Katrina Hamel, *PA*

Nancy Carbonell, *psychologist*

Ann Hamel, *psychologist*

Fred Kosinski, *psychologist*

Beverly Sedlacek, *PMHCNS-BC*

Franklin Conklin, *DDS (269-471-5244)*

OMBUDSPERSONS (OMBUDSMAN)

Elynda Bedney, 269-471-6040

David Sedlacek, 269-471-6375

STUDENT ACTIVITIES & INVOLVEMENT

Campus Center, Main Floor

Emily Carlson, *assistant director*, 269-471-6568

STUDENT ASSOCIATIONS

UNDERGRADUATE STUDENT ASSOCIATION

Ashley Neu, *president*, lower level of Campus
Center

Jessica Yoong, *executive vice president*, lower level
of Campus Center

GRADUATE STUDENT ASSOCIATION, 269-471-3215

Mark Reid, *chair*, markr@andrews.edu

Arcelie Lopes, *secretary*, arcelie@andrews.edu

STUDENT FINANCIAL SERVICES

Admin Building, 1st Floor

Elynda Bedney, *director*, 269-471-3334

Cynthia Gammon, *assistant director/financial aid*,
269-471-3334

Vicki Thompson, *associate director/accounts*,
269-471-3334

STUDENT SUCCESS CENTER

Nethery Hall, Suite 100

Kris Knutson, *director/coordinator of advising
services*, NH101, 269-471-6205

Trish Moore, *administrative assistant*, NH100,
269-471-6096

Darla Smothers-Morant, *student success advisor*,
NH104, 269-471-3398

Carletta Witzel, *student intervention/disability
services coordinator*, NH103, 269-471-3227

**UNDERGRADUATE
LEADERSHIP PROGRAM**

Campus Center, Main Floor

David Ferguson, *director*, 269-471-6681

**UNIVERSITY CENTER FOR READING,
LEARNING & ASSESSMENT (UCRLA)**

Nancy Agnetta, *instructor*, Bell Hall 012A,
269-471-3574

Annie Lopez, *consultant*, Bell Hall 203,
269-471-3480

VETERANS SERVICES

Admin Building, 1st Floor

Fares Magesa, *certifying official*, 269-471-3286

Campus Map

Please visit the following site
to view a current campus map:

**andrews.edu/about/visiting/
campus_map.html**



Andrews University

Berrien Springs, Michigan 49104
andrews.edu 800-253-2874

